

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 23/07/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments).

Estimated Attendance: 200

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 23/07/2021

DPS Reviewed if required:

Signed:  Print Name: ABS Date: 23/07/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub


Date: 24/07/2021

Operation Level: LOW MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

☒ CCTV recording

☒ Fire and Security Checks completed

☒ Level of ID Check in place as required

☒ Searching policy Level in place as required

☒ Use of drinking vessels level in place as required

☒ Dispersal Policy Considered for shift end & perimeter


☒ Tenshi Pre Open SE License Checks complete if required

☒ SIA Door Staff Present as required & inducted, badges on show

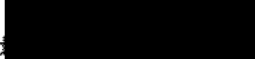
☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 24/07/2021


DPS Reviewed if required:

Signed:  Print Name: APS Date: 24/07/21


Week: 25/07/2021

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	
ViPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working&recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	

Manager's signature: 

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All switches from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	

Manager's signature: 

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 30/07/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

☒ CCTV recording

☒ Fire and Security Checks completed

☒ Level of ID Check in place as required

☒ Searching policy Level in place as required

☒ Use of drinking vessels level in place as required

☒ Dispersal Policy Considered for shift end & perimeter


☒ Tenshi Pre Open SE License Checks complete if required

☒ SIA Door Staff Present as required & inducted, badges on show

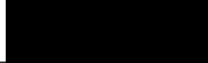
☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 30/07/2021

DPS Review *(if required)*

Signed:  Print Name: APS Date: 30/07/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaniciute

Day: Saturday

Nature of Operation: Nightclub

Date: 31/07/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaniciute Date: 31/07/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 31/07/21

Week: 01/08/2021

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working&recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All switches from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 06/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 06/08/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 06/08/21



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Night club

Date: 07/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 07/08/2021


DPS Reviewed if required:

Signed:  Print Name: APS Date: 07/08/21

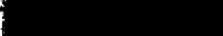
Week: W/E 08/08/2021

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
✓ toilets checked for cleanliness, soap, toilet tissue		✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working&recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	

Manager's signature: 

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All swithes from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	

Manager's signature: 

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicicute

Day: Friday

Nature of Operation: Night club

Date: 13/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: [Redacted Signature]

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [Redacted Signature] Print Name: Greta Simovicicute Date: 13/08/2021

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: APS Date: 13/08/2021

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Bongo's Bingo

Date: 14/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - ~~not checked~~
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 14/08/2021

DPS Reviewed if required:

Signed:  Print Name: ADS Date: 14/08/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 14/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

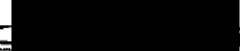
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 14/08/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 14/08/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/exits not blocked.		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working&recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	
Manager's signature:				

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All swithes from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	
Manager's signature:				

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaricinte

Day: Friday

Nature of Operation: Nightclub

Date: 20/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaricinte Date: 20/08/2021

DPS Reviewed if required:

Signed:  Print Name: ADS Date: 200821

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Coreta Simovicic

Day: Saturday

Nature of Operation: Nightclub

Date: 21/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:


I (the person named and signed below) have completed the operational checks:

Signed: 

Print Name: Coreta Simovicic

Date: 21/08/2021

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 21/08/21

Week: W/E 22/08/2021

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working&recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	


Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All swithes from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Friday
Nature of Operation: Nightclub Date: 27/08/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments)
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

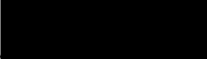
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 27/08/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 27/08/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 28/08/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & Inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:


Signed:  Print Name: Greta Simaviciute Date: 28/08/2021

DPS Reviewed if required:

Signed: _____ Print Name: _____ Date: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaniciute Day: Sunday
Nature of Operation: Nightclub Date: 29/08/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments).
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

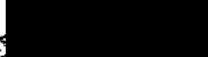
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaniciute Date: 29/08/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 29/08/21

Week: **W/E 29/08/2021**

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/exits not blocked.		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working&recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All swithes from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 03/09/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 03/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 03/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoviciute

Day: 04/09/2021

Nature of Operation: Boxing

Date: Saturday

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

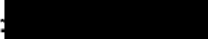
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - all drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simoviciute Date: 04/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 04/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicic

Day: Saturday

Nature of Operation: Nightclub

Date: 04/09/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simovicic Date: 04/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 04/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

Day: Sunday

Nature of Operation: Kick boxing

Date: 05/09/2021

Operation Level: (LOW) / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7

Signed: [Signature]

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required *- all drinks decanted into plastic drinking vessels*
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required *- N/A*
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [Signature] Print Name: Greta Simoniute Date: 05/09/2021

DPS Reviewed if required:

Signed: [Signature] Print Name: APS Date: 050921

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working & recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All switches from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sinaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 10/09/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: 

Print Name: Greta Sinaviciute Date: 10/09/2021


DPS Reviewed if required:

Signed: 

Print Name: ALS Date: 100921

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 11/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:


- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 11/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 110921

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: James Seeng Day: Sunday
Nature of Operation: Boxing Date: 12-9-21
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 300 Number of SIA Door Staff: 6
Signed: [Redacted Signature]

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - Drinks decanted into plastic.
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☐ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [Redacted Signature] Print Name: J. Seeng Date: 12-9-21

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: APS Date: 120921

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working&recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All swithes from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Thursday

Nature of Operation: Carl Barrat

Date: 16/09/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 300

Number of SIA Door Staff: 6

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

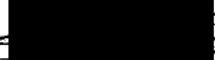
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - all drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

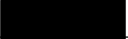
Signed:  Print Name: Greta Simaviciute Date: 16/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 16/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Friday
Nature of Operation: Nightclub Date: 17/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

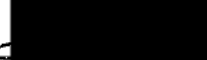
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:


Signed:  Print Name: Greta Simaviciute Date: 17/09/2021

DPS Reviewed if required:

Signed:  Print Name: A.P.S Date: 17/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaricute Day: Saturday
Nature of Operation: Bongo's Bingo Date: 18/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

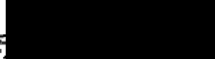
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required — N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

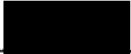
Signed:  Print Name: Greta Simaricute Date: 18/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 18/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Saturday Nightclub Date: 18/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:


- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

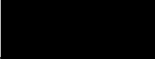
Signed:  Print Name: Greta Simaviciute Date: 18/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 180921

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Sunday
Nature of Operation: Ultra Boxing Date: 19/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - all drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 19/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 19/09/21

Managers Nightly Opening/Closing Checklist

OPENING	THU	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	✓	✓	✓	✓
Turn outside lights on	✓	✓	✓	✓
Disable & mute fire alarm	✓	✓	✓	✓
Turn all applicable switches on (including Tenshi)	✓	✓	✓	✓
Fill out relevant for trading RA	✓	✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.	✓	✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on	✓	✓	✓	✓
Staff testing completed and sanitisers available in key areas	✓	✓	✓	✓
ATM ready	✓	✓	✓	✓
Check emails for any necessary information for the day	✓	✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)	✓	✓	✓	✓
Ensure A/Cs and extractors is on	✓	✓	✓	✓
Tills on with correct prices loaded	✓	✓	✓	✓
Bars set up and ready	✓	✓	✓	✓
Tables and chairs wiped down and in correct layout	✓	✓	✓	✓
...toilets checked for cleanliness, soap, toilet tissue	✓	✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings	✓	✓	✓	✓
Check CCTV is working&recording	✓	✓	✓	✓
Smoking gate shut and door 1 locked	✓	✓	✓	✓
EXIT signs stuck on windows (by door 1)	✓	✓	✓	✓
Turn clubroom tablet on, rig AFTER	✓	✓	✓	✓
Fruit/boxing machines ON	✓	✓	✓	✓
Rope by Door 1 stairs on with correct sign	✓	✓	✓	✓
Club lights ON, house lights OFF	✓	✓	✓	✓
Main room rig, laptop, extension lead and projectors on	✓	✓	✓	✓
Check all TVs are on everywhere	✓	✓	✓	✓

Manager's signature: _____

CLOSING	THU	FRI	SAT	SUN
Corner door (Door 2) locked with a key	✓	✓	✓	✓
Check roof access is locked	✓	✓	✓	✓
Outside lights OFF	✓	✓	✓	✓
Fruit/boxing machines OFF	✓	✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory	✓	✓	✓	✓
ALL PDQ machines and Halos on charge	✓	✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)	✓	✓	✓	✓
All spirit rooms and cellars locked	✓	✓	✓	✓
All switches OFF in Tenshi (tablet off first!)	✓	✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF	✓	✓	✓	✓
EXIT signs taken OFF the windows (by door 1)	✓	✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	✓	✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	✓	✓	✓	✓
Staff room light OFF	✓	✓	✓	✓
Tablets, laptop, projectors shut down correctly	✓	✓	✓	✓
Upstairs & downstairs rgs OFF!!!!!!	✓	✓	✓	✓
Blue smoking bins hidden behind the fence	✓	✓	✓	✓
All swithes from the main switch panel OFF	✓	✓	✓	✓
Office lights and screens OFF, door locked with a key	✓	✓	✓	✓
Re-enable fire alarm	✓	✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)	✓	✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

Day: Friday

Nature of Operation: Nightclub

Date: 24/09/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 200

Number of SIA Door Staff: 11

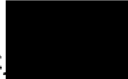
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

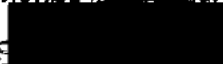
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

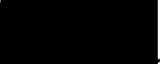
Signed:  Print Name: Greta Simoniute Date: 24/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 24/09/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 25/05/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:


- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:


Signed:  Print Name: Greta Simaviciute Date: 25/05/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 25/05/2021

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Sunday
Nature of Operation: Ultra HHA Date: 26/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - all drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 26/09/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 26/09/2021

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working&recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All swithes from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: BEN BLACKWELL

Day: FRIDAY

Nature of Operation: NIGHT CLUB

Date: 01/10/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: [Redacted Signature]

Please tick & sign completed during Open Process/Unit Checks:

☒ CCTV recording

☒ Fire and Security Checks completed

☒ Level of ID Check in place as required

☒ Searching policy Level in place as required

☒ Use of drinking vessels level in place as required

☒ Dispersal Policy Considered for shift end & perimeter

☒ Tenshi Pre Open SE License Checks complete if required

☒ SIA Door Staff Present as required & inducted, badges on show

☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [Redacted Signature] Print Name: BEN BLACKWELL Date: 01/10/2021

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: APS Date: 01/10/21



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: BEN BLACKWELL Day: SATURDAY
Nature of Operation: NIGHT CLUB Date: 02/10/21
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: [REDACTED]

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☐ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [REDACTED] Print Name: BEN BLACKWELL Date: 02/10/21

DPS Reviewed ☒ if required:

Signed: [REDACTED] Print Name: A.P.S. Date: 02/10/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		/	/	
Turn outside lights on		/	/	
Disable & mute fire alarm		/	/	
Turn all applicable switches on (including Tenshi)		/	/	
Fill out relevant for trading RA		/		
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		/	/	
Unlock corner door (door 2) with key - leave bolts on		/	/	
Staff testing completed and sanitisers available in key areas		/	/	
ATM ready		/	/	
Check emails for any necessary information for the day		/	/	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		/	/	
Ensure A/Cs and extractors is on		/	/	
Tills on with correct prices loaded		/	/	
Bars set up and ready		/	/	
Tables and chairs wiped down and in correct layout		/	/	
ALL toilets checked for cleanliness, soap, toilet tissue		/	/	
VIPs set up (halos on, signs, buckets), check for bookings		/	/	
Check CCTV is working & recording		/	/	
Smoking gate shut and door 1 locked		/	/	
EXIT signs stuck on windows (by door 1)		/	/	
Turn clubroom tablet on, rig AFTER		/	/	
Fruit/boxing machines ON		/	/	
Rope by Door 1 stairs on with correct sign		/	/	
Club lights ON, house lights OFF		/	/	
Main room rig, laptop, extension lead and projectors on		/	/	
Check all TVs are on everywhere		/	/	
Manager's signature:				

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		/	/	
Check roof access is locked		/	/	
Outside lights OFF		/	/	
Fruit/boxing machines OFF		/	/	
Check bars with supervisor to ensure close-down is satisfactory		/	/	
ALL PDQ machines and Halos on charge		/	/	
Ensure A/Cs & extractors is OFF (all rooms!)		/	/	
All spirit rooms and cellars locked		/	/	
All switches OFF in Tenshi (tablet off first!)		/	/	
Check washroom and kitchen - taps, lights, etc OFF		/	/	
EXIT signs taken OFF the windows (by door 1)		/	/	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		/	/	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		/	/	
Staff room light OFF		/	/	
Tablets, laptop, projectors shut down correctly		/	/	
Upstairs & downstairs rigs OFF!!!!		/	/	
Blue smoking bins hidden behind the fence		/	/	
All switches from the main switch panel OFF		/	/	
Office lights and screens OFF, door locked with a key		/	/	
Re-enable fire alarm		/	/	
Ensure alarm is correctly armed, lock door 1 from outside :)		/	/	
Manager's signature:				

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: BEN BLACKWELL

Day: 8/10/2021

Nature of Operation: NIGHT CLUB

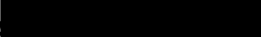
Date: FRIDAY

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & Inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: BEN BLACKWELL Date: 8/10/21

DPS Reviewed if required:

Signed:  Print Name: APS Date: 8/10/21



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: BEN BLACKWELL

Day: Saturday

Nature of Operation: Nightclub

Date: 9/10/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: [Redacted Signature]

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & Inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: [Redacted Signature] Print Name: BEN BLACKWELL Date: 09/10/2021

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: A.P.S Date: 09/10/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		/	/	
Turn outside lights on		/	/	
Disable & mute fire alarm		/	/	
Turn all applicable switches on (including Tenshi)		/	/	
Fill out relevant for trading RA		/	/	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.		/	/	
Unlock corner door (door 2) with key - leave bolts on		/	/	
Staff testing completed and sanitisers available in key areas		/	/	
ATM ready		/	/	
Check emails for any necessary information for the day		/	/	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		/	/	
Ensure A/Cs and extractors is on		/	/	
Tills on with correct prices loaded		/	/	
Bars set up and ready		/	/	
Tables and chairs wiped down and in correct layout		/	/	
ALL toilets checked for cleanliness, soap, toilet tissue		/	/	
's set up (halos on, signs, buckets), check for bookings		/	/	
Check CCTV is working&recording		/	/	
Smoking gate shut and door 1 locked		/	/	
EXIT signs stuck on windows (by door 1)		/	/	
Turn clubroom tablet on, rig AFTER		/	/	
Fruit/boxing machines ON		/	/	
Rope by Door 1 stairs on with correct sign		/	/	
Club lights ON, house lights OFF		/	/	
Main room rig, laptop, extension lead and projectors on		/	/	
Check all TVs are on everywhere		/	/	
Manager's signature: [REDACTED]				

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		/	/	
Check roof access is locked		/	/	
Outside lights OFF		/	/	
Fruit/boxing machines OFF		/	/	
Check bars with supervisor to ensure close-down is satisfactory		/	/	
ALL PDQ machines and Halos on charge		/	/	
Ensure A/Cs & extractors is OFF (all rooms!)		/	/	
All spirit rooms and cellars locked		/	/	
All switches OFF in Tenshi (tablet off first!)		/	/	
Check washroom and kitchen - taps, lights, etc OFF		/	/	
EXIT signs taken OFF the windows (by door 1)		/	/	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		/	/	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		/	/	
Staff room light OFF		/	/	
Tablets, laptop, projectors shut down correctly		/	/	
Upstairs & downstairs ngs OFF!!!!!!		/	/	
Blue smoking bins hidden behind the fence		/	/	
All switches from the main switch panel OFF		/	/	
Office lights and screens OFF, door locked with a key		/	/	
Re-enable fire alarm		/	/	
Ensure alarm is correctly armed, lock door 1 from outside :)		/	/	
Manager's signature: [REDACTED]				

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: BEN BLACKWELL

Day: FRIDAY

Nature of Operation: NIGHTCLUB

Date: 15th October 2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

☒ CCTV recording

☒ Fire and Security Checks completed

☒ Level of ID Check in place as required

☒ Searching policy Level in place as required

☒ Use of drinking vessels level in place as required

☒ Dispersal Policy Considered for shift end & perimeter

☒ Tenshi Pre Open SE License Checks complete if required

☒ SIA Door Staff Present as required & inducted, badges on show

☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: 

Print Name: BEN BLACKWELL

Date: 15th October 2021

DPS Reviewed if required:

Signed: 

Print Name: 151021

Date: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Bongo's Bingo

Date: 16/10/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 300

Number of SIA Door Staff: 6

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

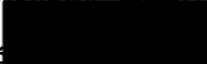
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - ~~Not done~~
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

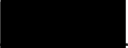
Signed:  Print Name: Greta Simaviciute Date: 16/10/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 16/10/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simeviciute Day: Saturday
Nature of Operation: Nightclub Date: 16/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simeviciute Date: 16/10/2021

DPS Reviewed A if required:

Signed:  Print Name: APS Date: 16/10/21

Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	/	✓	
Turn outside lights on	/	✓	
Disable & mute fire alarm	/	✓	
Turn all applicable switches on (including Tenshi)	/	✓	
Fill out relevant for trading RA	/	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.	/	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	
Staff testing completed and sanitisers available in key areas	/	✓	
ATM ready		✓	
Check emails for any necessary information for the day	/	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)	/	✓	
Ensure A/Cs and extractors is on	✓	✓	
Tills on with correct prices loaded	✓	✓	
Bars set up and ready	/	✓	
Tables and chairs wiped down and in correct layout		✓	
ALL toilets checked for cleanliness, soap, toilet tissue	/	✓	
✓ a set up (halos on, signs, buckets), check for bookings	/	✓	
Check CCTV is working & recording	/	✓	
Smoking gate shut and door 1 locked	/	✓	
EXIT signs stuck on windows (by door 1)	/	✓	
Turn clubroom tablet on, rig AFTER	/	✓	
Fruit/boxing machines ON	/	✓	
Rope by Door 1 stairs on with correct sign	/	✓	
Club lights ON, house lights OFF	/	✓	
Main room rig, laptop, extension lead and projectors on		✓	
Check all TVs are on everywhere	/	✓	
Manager's signature:			

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	/	/	
Check roof access is locked	/	/	
Outside lights OFF	/	/	
Fruit/boxing machines OFF	/	/	
Check bars with supervisor to ensure close-down is satisfactory	/	/	
ALL PDQ machines and Halos on charge	/	/	
Ensure A/Cs & extractors is OFF (all rooms!)	/	/	
All spirit rooms and cellars locked	/	/	
All switches OFF in Tenshi (tablet off first!)	/	/	
Check washroom and kitchen - taps, lights, etc OFF	/	/	
EXIT signs taken OFF the windows (by door 1)	/	/	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	/	/	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	/	/	
Staff room light OFF	/	/	
Tablets, laptop, projectors shut down correctly	/	/	
Upstairs & downstairs ngs OFF!!!!	/	/	
Blue smoking bins hidden behind the fence	/	/	
All switches from the main switch panel OFF	/	/	
Office lights and screens OFF, door locked with a key	/	/	
Re-enable fire alarm	/	/	
Ensure alarm is correctly armed, lock door 1 from outside :)	/	/	
Manager's signature:			

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 22/10/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

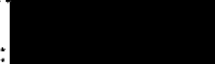
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:


Signed:  Print Name: Greta Simaviciute Date: 22/10/2021

DPS Reviewed if required:

Signed:  Print Name: A.R.S Date: 22/10/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 23/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☐ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

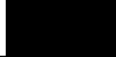
Signed:  Print Name: Greta Simaviciute Date: 23/10/2021

DPS Reviewed if required:

Signed:  Print Name: A.P.S Date: 23/10/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Sunday
Nature of Operation: Boxing Date: 24/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 500 Number of SIA Door Staff: 8
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

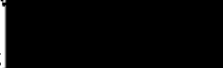
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - ALL drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 24/10/2021

DPS Reviewed if required:

Signed:  Print Name: A. P. S Date: 21/10/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
Toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working & recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All switches from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicute

Day: Friday

Nature of Operation: Nightclub

Date: 29/10/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 200

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

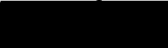
Signed:  Print Name: Greta Simovicute Date: 29/10/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 29/10/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sivavante Day: Saturday
Nature of Operation: Nightclub Date: 30/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Sivavante Date: 30/10/2021

DPS Reviewed ¹ if required:

Signed:  Print Name: A.R.S Date: 30/10/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe and free of defect</i>		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
All toilets checked for cleanliness, soap, toilet tissue		✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working & recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	
Manager's signature:				

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All switches from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	
Manager's signature:				

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 05/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 05/11/2021

DPS Reviewed if required:

Signed:  Print Name: A.P.S Date: 05/11/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

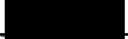
Date: 06/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:


- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 06/11/2021

DPS Reviewed if required:

Signed:  Print Name: A.P.S Date: 06/11/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	
Turn outside lights on		✓	✓	
Disable & mute fire alarm		✓	✓	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>		✓	✓	
Unlock corner door (door 2) with key - leave bolts on		✓	✓	
Staff testing completed and sanitisers available in key areas		✓	✓	
ATM ready		✓	✓	
Check emails for any necessary information for the day		✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	
Ensure A/Cs and extractors is on		✓	✓	
Tills on with correct prices loaded		✓	✓	
Bars set up and ready		✓	✓	
Tables and chairs wiped down and in correct layout		✓	✓	
All toilets checked for cleanliness, soap, toilet tissue		✓	✓	
Vir's set up (halos on, signs, buckets), check for bookings		✓	✓	
Check CCTV is working & recording		✓	✓	
Smoking gate shut and door 1 locked		✓	✓	
EXIT signs stuck on windows (by door 1)		✓	✓	
Turn clubroom tablet on, rig AFTER		✓	✓	
Fruit/boxing machines ON		✓	✓	
Rope by Door 1 stairs on with correct sign		✓	✓	
Club lights ON, house lights OFF		✓	✓	
Main room rig, laptop, extension lead and projectors on		✓	✓	
Check all TVs are on everywhere		✓	✓	


Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	
Check roof access is locked		✓	✓	
Outside lights OFF		✓	✓	
Fruit/boxing machines OFF		✓	✓	
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	
ALL PDQ machines and Halos on charge		✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	
All spirit rooms and cellars locked		✓	✓	
All switches OFF in Tenshi (tablet off first!)		✓	✓	
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	
EXIT signs taken OFF the windows (by door 1)		✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	
Staff room light OFF		✓	✓	
Tablets, laptop, projectors shut down correctly		✓	✓	
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	
Blue smoking bins hidden behind the fence		✓	✓	
All switches from the main switch panel OFF		✓	✓	
Office lights and screens OFF, door locked with a key		✓	✓	
Re-enable fire alarm		✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

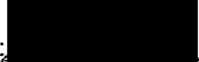
Full Name of Manager: BEN BLACKWELL Day: FRIDAY
Nature of Operation: NIGHTCLUB Date: 12/11/21
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

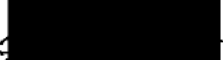
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: BEN BLACKWELL Date: 12/11/21

DPS Reviewed if required:

Signed:  Print Name: APS Date: 12/11/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub


Date: 13/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

☒ CCTV recording

☒ Fire and Security Checks completed

☒ Level of ID Check in place as required

☒ Searching policy Level in place as required

☒ Use of drinking vessels level in place as required

☒ Dispersal Policy Considered for shift end & perimeter


☒ Tenshi Pre Open SE License Checks complete if required

☒ SIA Door Staff Present as required & inducted, badges on show

☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:


Signed:  Print Name: Greta Simaviciute Date: 13/11/2021


DPS Reviewed if required:

Signed:  Print Name: APS Date: 13/11/21

Week 14/11/21

Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	/	✓	
Turn outside lights on	/	✓	
Disable & mute fire alarm	/	✓	
Turn all applicable switches on (including Tenshi)	/	✓	
Fill out relevant for trading RA	/	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. ENSURE ALL FLOOR SURFACES ARE DRY, SAFE & FREE OF DEFECT	/	✓	
Unlock corner door (door 2) with key - leave bolts on	/	✓	
Staff testing completed and sanitisers available in key areas	/	✓	
ATM ready	/	✓	
Check emails for any necessary information for the day	/	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)	/	✓	
Ensure A/Cs and extractors is on	/	✓	
Tills on with correct prices loaded	/	✓	
Bars set up and ready	/	✓	
Tables and chairs wiped down and in correct layout	/	✓	
ALL toilets checked for cleanliness, soap, toilet tissue	/	✓	
VIPs set up (halos on, signs, buckets), check for bookings	/	✓	
Check CCTV is working & recording	/	✓	
Smoking gate shut and door 1 locked	/	✓	
EXIT signs stuck on windows (by door 1)	/	✓	
Turn clubroom tablet on, rig AFTER	/	✓	
Fruit/boxing machines ON	/	✓	
Rope by Door 1 stairs on with correct sign	/	✓	
Club lights ON, house lights OFF	/	✓	
Main room rig, laptop, extension lead and projectors on	/	✓	
Check all TVs are on everywhere	/	✓	
Manager's signature:			

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	/	✓	
Check roof access is locked	/	✓	
Side lights OFF	/	✓	
Fruit/boxing machines OFF	/	✓	
Check bars with supervisor to ensure close-down is satisfactory	/	✓	
ALL PDQ machines and Halos on charge	/	✓	
Ensure A/Cs & extractors is OFF (all rooms!)	/	✓	
All spirit rooms and cellars locked	/	✓	
All switches OFF in Tenshi (tablet off first!)	/	✓	
Check washroom and kitchen - taps, lights, etc OFF	/	✓	
EXIT signs taken OFF the windows (by door 1)	/	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	/	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	/	✓	
Staff room light OFF	/	✓	
Tablets, laptop, projectors shut down correctly	/	✓	
Upstairs & downstairs ngs OFF!!!!!!	/	✓	
Blue smoking bins hidden behind the fence	/	✓	
All swithes from the main switch panel OFF	/	✓	
Office lights and screens OFF, door locked with a key	/	✓	
Re-enable fire alarm	/	✓	
Ensure alarm is correctly armed, lock door 1 from outside :)	/	✓	
Manager's signature:			

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: 19/11/2021

Nature of Operation: Nightclub

Date: Friday

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 



Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 19/11/2021

DPS Rev  Signed:  Print Name: APS Date: 19/11/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

Day: Saturday

Nature of Operation: Nightclub


Date: 20/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

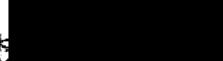
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted. badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simoniute Date: 20/11/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 20/11/2021

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sinaviciute

Day: Sunday

Nature of Operation: Boxing


Date: 21/11/2021

Operation Level: (LOW) / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 600

Number of SIA Door Staff: 7


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

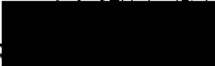
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - *all drinks decanted into plastic drinking vessels*
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - *N/A*
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

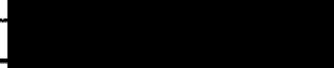
Signed:  Print Name: Greta Sinaviciute Date: 21/11/2021

DPS Reviewed if required:


Signed:  Print Name: APS Date: 21/11/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
ALL toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working & recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: 

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Are A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All switches from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: 

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicute

Day: Friday

Nature of Operation: Nightclub

Date: 26/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

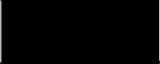
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simovicute Date: 26/11/21

DPS Reviewed if required:

Signed:  Print Name: APS Date: 26/11/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub


Date: 27/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

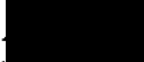
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 27/11/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 27/11/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Sunday

Nature of Operation: Boxing

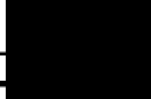
Date: 28/11/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7


Signed: 

Please tick & sign completed during Open Process/Unit Checks:


- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required - All drinks decanted into plastic drinking vessels
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 28/11/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 28/11/21

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	✓	✓
Turn outside lights on		✓	✓	✓
Disable & mute fire alarm		✓	✓	✓
Turn all applicable switches on (including Tenshi)		✓	✓	✓
Fill out relevant for trading RA		✓	✓	✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>		✓	✓	✓
Unlock corner door (door 2) with key - leave bolts on		✓	✓	✓
Staff testing completed and sanitisers available in key areas		✓	✓	✓
ATM ready		✓	✓	✓
Check emails for any necessary information for the day		✓	✓	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)		✓	✓	✓
Ensure A/Cs and extractors is on		✓	✓	✓
Tills on with correct prices loaded		✓	✓	✓
Bars set up and ready		✓	✓	✓
Tables and chairs wiped down and in correct layout		✓	✓	✓
✓ toilets checked for cleanliness, soap, toilet tissue		✓	✓	✓
VIPs set up (halos on, signs, buckets), check for bookings		✓	✓	✓
Check CCTV is working & recording		✓	✓	✓
Smoking gate shut and door 1 locked		✓	✓	✓
EXIT signs stuck on windows (by door 1)		✓	✓	✓
Turn clubroom tablet on, rig AFTER		✓	✓	✓
Fruit/boxing machines ON		✓	✓	✓
Rope by Door 1 stairs on with correct sign		✓	✓	✓
Club lights ON, house lights OFF		✓	✓	✓
Main room rig, laptop, extension lead and projectors on		✓	✓	✓
Check all TVs are on everywhere		✓	✓	✓

Manager's signature: _____

CLOSING		FRI	SAT	SUN
Corner door (Door 2) locked with a key		✓	✓	✓
Check roof access is locked		✓	✓	✓
Outside lights OFF		✓	✓	✓
Fruit/boxing machines OFF		✓	✓	✓
Check bars with supervisor to ensure close-down is satisfactory		✓	✓	✓
ALL PDQ machines and Halos on charge		✓	✓	✓
Ensure A/Cs & extractors is OFF (all rooms!)		✓	✓	✓
All spirit rooms and cellars locked		✓	✓	✓
All switches OFF in Tenshi (tablet off first!)		✓	✓	✓
Check washroom and kitchen - taps, lights, etc OFF		✓	✓	✓
EXIT signs taken OFF the windows (by door 1)		✓	✓	✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		✓	✓	✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	✓	✓
Staff room light OFF		✓	✓	✓
Tablets, laptop, projectors shut down correctly		✓	✓	✓
Upstairs & downstairs rigs OFF!!!!!!		✓	✓	✓
Blue smoking bins hidden behind the fence		✓	✓	✓
All switches from the main switch panel OFF		✓	✓	✓
Office lights and screens OFF, door locked with a key		✓	✓	✓
Re-enable fire alarm		✓	✓	✓
Ensure alarm is correctly armed, lock door 1 from outside :)		✓	✓	✓

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

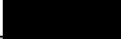
Date: 03/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 03/12/2021

DPS Reviewed ~~if~~ required:

Signed:  Print Name: APS Date: 03/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Bongo's Bongo


Date: 04/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 2


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 04/12/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 04/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 04/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed: 

Print Name: Greta Simaviciute

Date: 04/12/2021

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 04/12/21

Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	✓	✓	
Turn outside lights on	✓	✓	
Disable & mute fire alarm	✓	✓	
Turn all applicable switches on (including Tenshi)	✓	✓	
Fill out relevant for trading RA	✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>	✓	✓	
Unlock corner door (door 2) with key - leave bolts on	✓	✓	
Staff testing completed and sanitisers available in key areas	✓	✓	
ATM ready	✓	✓	
Check emails for any necessary information for the day	✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.)	✓	✓	
Ensure A/Cs and extractors is on	✓	✓	
Tills on with correct prices loaded	✓	✓	
Bars set up and ready	✓	✓	
Tables and chairs wiped down and in correct layout	✓	✓	
toilets checked for cleanliness, soap, toilet tissue	✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings	✓	✓	
Check CCTV is working & recording	✓	✓	
Smoking gate shut and door 1 locked	✓	✓	
EXIT signs stuck on windows (by door 1)	✓	✓	
Turn clubroom tablet on, rig AFTER	✓	✓	
Fruit/boxing machines ON	✓	✓	
Rope by Door 1 stairs on with correct sign	✓	✓	
Club lights ON, house lights OFF	✓	✓	
Main room rig, laptop, extension lead and projectors on	✓	✓	
Check all TVs are on everywhere	✓	✓	

Manager's signature: _____

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	/	/	
Check roof access is locked	/	/	
Outside lights OFF	/	/	
Fruit/boxing machines OFF	/	/	
Check bars with supervisor to ensure close-down is satisfactory	/	/	
ALL PDQ machines and Halos on charge	/	/	
Ensure A/Cs & extractors is OFF (all rooms!)	/	/	
All spirit rooms and cellars locked	/	/	
All switches OFF in Tenshi (tablet off first!)	/	/	
Check washroom and kitchen - taps, lights, etc OFF	/	/	
EXIT signs taken OFF the windows (by door 1)	/	/	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	/	/	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	/	/	
Staff room light OFF	/	/	
Tablets, laptop, projectors shut down correctly	/	/	
Upstairs & downstairs rigs OFF!!!!	/	/	
Blue smoking bins hidden behind the fence	/	/	
All swithes from the main switch panel OFF	/	/	
Office lights and screens OFF, door locked with a key	/	/	
Re-enable fire alarm	/	/	
Ensure alarm is correctly armed, lock door 1 from outside :)	/	/	

Manager's signature: _____

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub


Date: 10/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

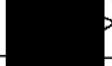
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 10/12/2021

DPS Reviewed & required:

Signed:  Print Name: APS Date: 10/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Bongos Bingo

Date: 11/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7

Signed: _____

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required — N/A
- ☒ SIA Door Staff Present as required & inducted: badges on show
- ☒ All duty staff have required Alcohol Training (See license) as required

When all complete:

I (the person named and signed below) have completed the operational checks

Signed: _____

Print Name: Greta Simaviciute

Date: 11/12/2021

DPS Reviewer (if required):


Signed: _____

Print Name: APS

Date: 11/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day Saturday
Nature of Operation: Nightclub Date 11/12/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments).
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

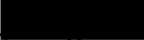
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See license) as required

When all complete:

I (the person named and signed below) have completed the operational checks

Signed:  Print Name: Greta Simaviciute Date: 11/12/2021

DPS Reviewer: 

Signed:  Print Name: APS Date: 11/12/21

Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	✓	✓	
Turn outside lights on	✓	✓	
Disable & mute fire alarm	✓	✓	
Turn all applicable switches on (including Tenshi)	✓	✓	
Fill out relevant for trading RA	✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>	✓	✓	
Unlock corner door (door 2) with key - leave bolts on	✓	✓	
Staff testing completed and sanitisers available in key areas	✓	✓	
ATM ready	✓	✓	
Check emails for any necessary information for the day	✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks allocations, etc.)	✓	✓	
Ensure A/Cs and extractors is on	✓	✓	
Tills on with correct prices loaded	✓	✓	
Bars set up and ready	✓	✓	
Tables and chairs wiped down and in correct layout	✓	✓	
ALL toilets checked for cleanliness, soap, toilet tissue	✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings	✓	✓	
Check CCTV is working & recording	✓	✓	
Smoking gate shut and door 1 locked	✓	✓	
EXIT signs stuck on windows (by door 1)	✓	✓	
Turn clubroom tablet on, rig AFTER	✓	✓	
Fruit/boxing machines ON	✓	✓	
Rope by Door 1 stairs on with correct sign	✓	✓	
Club lights ON, house lights OFF	✓	✓	
Main room rig, laptop, extension lead and projectors on	✓	✓	
Check all TVs are on everywhere	✓	✓	
Manager's signature:			

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	✓	✓	
Check roof access is locked	✓	✓	
Outside lights OFF	✓	✓	
Fruit/boxing machines OFF	✓	✓	
Check bars with supervisor to ensure close-down is satisfactory	✓	✓	
ALL PDQ machines and Halos on charge	✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)	✓	✓	
All spirit rooms and cellars locked	✓	✓	
All switches OFF in Tenshi (tablet off first!)	✓	✓	
Check washroom and kitchen - taps, lights, etc OFF	✓	✓	
EXIT signs taken OFF the windows (by door 1)	✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	✓	✓	
Staff room light OFF	✓	✓	
Tablets, laptop, projectors shut down correctly	✓	✓	
Upstairs & downstairs rigs OFF!!!!!!	✓	✓	
Blue smoking bins hidden behind the fence	✓	✓	
All swithes from the main switch panel OFF	✓	✓	
Office lights and screens OFF, door locked with a key	✓	✓	
Re-enable fire alarm	✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside .)	✓	✓	
Manager's signature:			

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 17/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks


Signed:  Print Name: Greta Simaviciute Date: 17/12/2021

DPS Reviewed (Required):

Signed:  Print Name: APS Date: 17/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Bougo's Bingo Date: 18/12/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

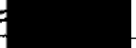
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

I (the person named and signed below) have completed the operational checks:

Signed:  Print Name: Greta Simaviciute Date: 18/12/2021

DPS Review  Required:

Signed:  Print Name: APS Date: 18/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub


Date: 18/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See license) as required

When all complete:


I (the person named and signed below) have completed the operational checks

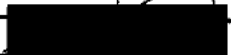
Signed:  Print Name: Greta Simaviciute Date: 18/12/2021

DPS Review  required:

Signed:  Print Name: APS Date: 18/12/21

Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	✓	✓	
Turn outside lights on	✓	✓	
Disable & mute fire alarm	✓	✓	
Turn all applicable switches on (including Tenshi)	✓	✓	
Fill out relevant for trading RA	✓	✓	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. <i>Ensure all floor surfaces are dry, safe & free of defect</i>	✓	✓	
Unlock corner door (door 2) with key - leave bolts on	✓	✓	
Staff testing completed and sanitisers available in key areas	✓	✓	
ATM ready	✓	✓	
Check emails for any necessary information for the day	✓	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks allocations, etc.)	✓	✓	
Ensure A/Cs and extractors is on	✓	✓	
Tills on with correct prices loaded	✓	✓	
Bars set up and ready	✓	✓	
Tables and chairs wiped down and in correct layout	✓	✓	
ALL toilets checked for cleanliness, soap, toilet tissue	✓	✓	
VIPs set up (halos on, signs, buckets), check for bookings	✓	✓	
Check CCTV is working & recording	✓	✓	
Smoking gate shut and door 1 locked	✓	✓	
EXIT signs stuck on windows (by door 1)	✓	✓	
Turn clubroom tablet on, rig AFTER	✓	✓	
Fruit/boxing machines ON	✓	✓	
Rope by Door 1 stairs on with correct sign	✓	✓	
Club lights ON, house lights OFF	✓	✓	
Main room rig, laptop, extension lead and projectors on	✓	✓	
Check all TVs are on everywhere	✓	✓	
Manager's signature:			

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	✓	✓	
Check roof access is locked	✓	✓	
Outside lights OFF	✓	✓	
Fruit/boxing machines OFF	✓	✓	
Check bars with supervisor to ensure close-down is satisfactory	✓	✓	
ALL PDQ machines and Halos on charge	✓	✓	
Ensure A/Cs & extractors is OFF (all rooms!)	✓	✓	
All spirit rooms and cellars locked	✓	✓	
All switches OFF in Tenshi (tablet off first!)	✓	✓	
Check washroom and kitchen - taps, lights, etc OFF	✓	✓	
EXIT signs taken OFF the windows (by door 1)	✓	✓	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	✓	✓	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	✓	✓	
Staff room light OFF	✓	✓	
Tablets, laptop, projectors shut down correctly	✓	✓	
Upstairs & downstairs rigs OFF!!!!	✓	✓	
Blue smoking bins hidden behind the fence	✓	✓	
All switches from the main switch panel OFF	✓	✓	
Office lights and screens OFF, door locked with a key	✓	✓	
Re-enable fire alarm	✓	✓	
Ensure alarm is correctly armed, lock door 1 from outside	✓	✓	
Manager's signature:			

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 24/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments).

Estimated Attendance: 1000

Number of SIA Door Staff: 14

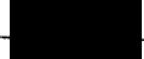
Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See license) as required

When all complete:

I (the person named and signed below) have completed the operational checks

Signed:  Print Name: Greta Simaviciute Date: 24/12/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 24/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Sunday

Nature of Operation: Nightclub

Date: 26/12/2021

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments).

Estimated Attendance: 800

Number of SIA Door Staff: 11


Signed: 

Please tick & sign completed during Open Process/Unit Checks:

- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete if required - N/A
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See license) as required

When all complete:

I (the person named and signed below) have completed the operational checks

Signed:  Print Name: Greta Simaviciute Date: 26/12/2021

DPS Reviewed if required:

Signed:  Print Name: AS Date: 26/12/21

W/E 26/12/2021 Managers Nightly Opening/Closing Checklist

OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	✓	✓	✓
Turn outside lights on	✓	✓	✓
Disable & mute fire alarm	✓		✓
Turn all applicable switches on (including Tenshi)	✓		✓
Fill out relevant for trading RA	✓		✓
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Ensure all floor surfaces are dry, safe & free of defect	✓		✓
Unlock corner door (door 2) with key - leave bolts on	✓		✓
Staff testing completed and sanitisers available in key areas	✓		✓
ATM ready	✓		✓
Check emails for any necessary information for the day	✓		✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks allocations, etc.)	✓		✓
Ensure A/Cs and extractors is on	✓		✓
Tills on with correct prices loaded	✓		✓
Bars set up and ready	✓		✓
Tables and chairs wiped down and in correct layout	✓		✓
ALL toilets checked for cleanliness, soap, toilet tissue	✓		✓
IPs set up (halos on, signs, buckets), check for bookings	✓		✓
Check CCTV is working & recording	✓		✓
Smoking gate shut and door 1 locked	✓		✓
EXIT signs stuck on windows (by door 1)	✓		✓
Turn clubroom tablet on, rig AFTER	✓		✓
Fruit/boxing machines ON	✓		✓
Rope by Door 1 stairs on with correct sign	✓		✓
Club lights ON, house lights OFF	✓		✓
Main room rig, laptop, extension lead and projectors on	✓		✓
Check all TVs are on everywhere	✓		✓

Manager's signature: _____

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	✓		✓
Check roof access is locked	✓		✓
Outside lights OFF	✓		✓
Fruit/boxing machines OFF	✓		✓
Check bars with supervisor to ensure close-down is satisfactory	✓		✓
ALL PDQ machines and Halos on charge	✓		✓
Ensure A/Cs & extractors is OFF (all rooms!)	✓		✓
All spirit rooms and cellars locked	✓		✓
All switches OFF in Tenshi (tablet off first!)	✓		✓
Check washroom and kitchen - taps, lights, etc OFF	✓		✓
EXIT signs taken OFF the windows (by door 1)	✓		✓
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	✓		✓
ALL doors/exits closed properly (CHECK!), locked & chained if necessary	✓		✓
Staff room light OFF	✓		✓
Tablets, laptop, projectors shut down correctly	✓		✓
Upstairs & downstairs rigs OFF!!!!	✓		✓
Blue smoking bins hidden behind the fence	✓		✓
All switches from the main switch panel OFF	✓		✓
Office lights and screens OFF, door locked with a key	✓		✓
Re-enable fire alarm	✓		✓
Ensure alarm is correctly armed, lock door 1 from outside .)	✓		✓

Manager's signature: _____