

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sinaviciute

Day: Friday

Nature of Operation: Nightclub


Date: 31/12/2021

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:

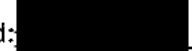
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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 Sinaviciute Date: 31/12/2021

DPS Reviewed if required:

Signed:  Print Name: APS Date: 31/12/21

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sinaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 01/01/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

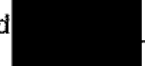
Signed: 

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

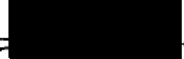
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 01/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 01/01/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sivariciute

Day: Sunday

Nature of Operation: Nightclub

Date: 02/01/2022

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

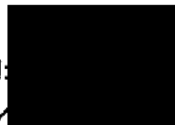
☒ Tenshi Pre Open SE License Checks complete if required - N/A

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

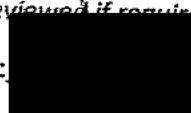
☒ All duty staff have required Alcohol Training (See License) as required

When all complete:

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

Signed:  Print Name: Greta Sivariciute Date: 02/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 02/01/2022

W/E 02/01/2022 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	/	/	/
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

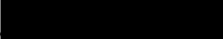
Date: 07/01/2022

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: 07/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 07/01/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

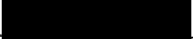
Date: 08/01/2022

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: 08/01/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 08/01/22

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		/	✓	
'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: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub


Date: 14/01/2022

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:

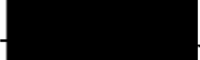
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 14/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 14/01/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Sivovicute

Day: Saturday

Nature of Operation: Nightclub

Date: 15/01/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 14

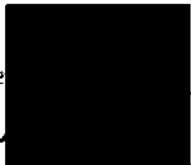
Signed: 

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:

Sign:  Print Name: Greta Sivovicute Date: 15/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 15/01/22

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	✓	✓	
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: 21/01/2022

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: 21/01/2022

DPS Reviewed if required:

Signed: 

Print Name: ARS

Date: 21/01/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicute

Day: Saturday

Nature of Operation: Nightclub

Date: 22/01/2022

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:

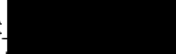
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
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- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☐ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License 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: 22/01/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 22/01/22

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	/	/	
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

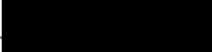
Date: 28/01/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

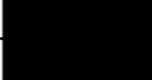
Signed: 

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

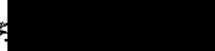
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 28/01/2022

DPS Reviewed if required:

Signed:  Print Name: AS Date: 28/01/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 29/01/2022

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: 29/01/2022

DPS Reviewed if required:

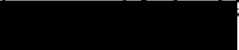
Signed: 

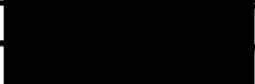
Print Name: APS

Date: 29/01/22

Week: **W16 30/01/2022**

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	✓	✓	
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: 04/02/2022

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:

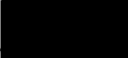
Signed:  Print Name: Greta Simaviciute Date: 04/02/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 050222

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

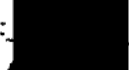
Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 05/02/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed: 

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: 05/02/2022

DPS Review:

Signed:  Print Name: APS Date: 05/02/22

Week: **WIE 06/02/2022**

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		✓	✓	
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		✓	✓	
Pods 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 Simovicic

Day: Friday

Nature of Operation: Nightclub

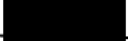
Date: 11/02/2022

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 Simovicic

Date: 11/02/2022

DPS Reviewed if required:

Signed: 


Print Name: APS

Date: 

11/02/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Bong's Bing Day: Saturday
Nature of Operation: Greta Simericute Date: 12/02/2022
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 ~~XXXXXXXXXX~~
- ☒ 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 Simericute Date: 12/02/2022

DPS Reviewed if required:

Signed:  Print Name: ARS Date: 12/02/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday
Date: 12/02/2022


Nature of Operation: Nightclub

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:

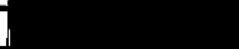
Signed:  Print Name: Greta Simaviciute Date: 12/02/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 12/02/2022

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	✓	✓	
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	✓	✓	
Locking 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	✓	✓	
A/DQ 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 Simaricinte

Day: Friday

Nature of Operation: Nightclub

Date: 18/02/2022

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: 18/02/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 18/02/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub


Date: 19/02/2022

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: 19/02/2022

DPS Reviewed ~~if required~~:

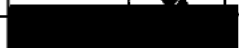
Signed: 


Print Name: APS

Date: 19/02/22

Week: **WIE 20/02/2022**

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	✓	✓	
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:			

CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	✓	✓	
Check roof access is locked	✓	✓	
Outside lights OFF	✓	✓	
... it/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 Simoniute

Day: Friday

Nature of Operation: Nightclub

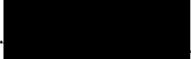
Date: 25/02/2022

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 Simoniute

Date: 25/02/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 260222

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simovicic

Day: Saturday

Nature of Operation: Nightclub

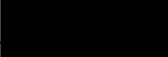
Date: 26/02/2022

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:

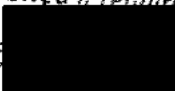
I (the person named and signed below) have completed the operational checks.

Signed: 

Print Name: Greta Simovicic

Date: 26/02/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 260222

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

Day: Sunday

Nature of Operation: Boxing

Date: 27/02/2022

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
- ☒ SIA Door Staff Present as required & inducted, badges on show
- ☒ All duty staff have required Alcohol Training (See License) as required

- All drinks decanted into plastic drinking vessels

- N/A

When all complete:

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

Signed: 

Print Name: Greta Simoniute

Date: 27/02/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 27/02/22

Managers Nightly Opening/Closing Checklist W/E 27/02/22

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	/	✓	✓
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: _____

	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	✓	/	/
L 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: Nightclub

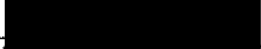
Date: 4/3/2022

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:

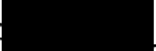
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 4/3/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 040322

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Ben Blodwell

Day: Saturday

Nature of Operation: Nightclub

Date: 5/3/2022

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 BLODWELL

Date: 05/03/2022

DPS Reviewed if required:

Signed: [Redacted]

Print Name: ARS

Date: 050322

Managers Nightly Opening/Closing Checklist

	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	/	/	
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:			

	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 Simoniute

Day: Friday

Nature of Operation: Nightclub

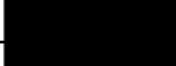
Date: 11/03/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 800

Number of SIA Door Staff: 11

Signed: 

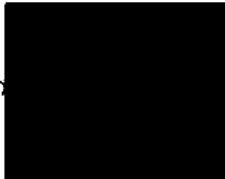
Please tick & sign completed during Open Process/Unit Checks:

- ☒ 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.

Sign



Print Name:

Greta Simoniute

Date:

11/03/2022

DPS Reviewed if required:

Signed:



Print Name:

APS

Date:

11/03/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

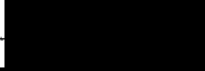
Nature of Operation: Nightclub

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Day: Saturday
Date: 12/03/2022

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: 12/03/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 120322

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	✓	✓	
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 Simaniciute

Nature of Operation: Nightclub

Day: Friday
Date: 18/03/2022

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.

Sign: 

Print Name: Greta Simaniciute

Date: 18/03/2022

DPS Reviewed if required:

Signed: 

Print Name: ALS

Date: 180322

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday
Date: 19/03/2022

Nature of Operation: Bongo's Biugo

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 600

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: 19/03/2022

DPS Reviewed if required:

Signed: 

Print Name: ARS

Date: 19/03/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Nature of Operation: Nightclub

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 1000

Number of SIA Door Staff: 14

Signed: 

Day: Saturday
Date: 19/03/2022

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: 19/03/2022

DPS Reviewed if required:

Signed: 

Print Name: APJ

Date: 190322

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Sunday
Date: 20/03/2022

Nature of Operation: Boxing

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments)

Estimated Attendance: 800

Number of SIA Door Staff: 11

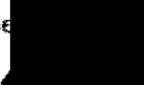
Signed: 

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
- All drinks decanted into plastic drinking vessels
- N/A

When all complete:

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

Signed:  Print Name: Greta Simaviciute Date: 20/03/2022

DPS Reviewed if required

Signed:  Print Name: APS Date: 200322

Managers Nightly Opening/Closing Checklist

	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	/	✓	✓
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: [REDACTED]

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	✓	/	/
sure 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: [REDACTED]

W/E 20/03/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 25/03/2022

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: 25/03/2022

DPS Reviewed if required:

Signed: 

Print Name: APS

Date: 250322

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Nature of Operation: Nightclub

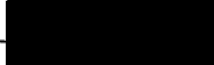
Day: Saturday
Date: 26/03/2022

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.

Sign: 

Print Name: Greta Simaviciute

Date: 26/03/2022

DPS Reviewed / required:

Signed: 

Print Name: APS

Date: 260322

Managers Nightly Opening/Closing Checklist

	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	✓	✓	
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: [Redacted]			

	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: [Redacted]			

W/E 27/03/2022



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 01/04/2022

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:

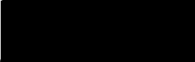
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☐ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 01/04/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 010422



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simoniute

Day: Saturday

Nature of Operation: Nightclub

Date: 02/04/2022

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: 02/04/22

DPS Reviewed if required:

Signed:  Print Name: APS Date: 020422



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Sunday

Nature of Operation: Boxing


Date: 03/04/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 500

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 disposable 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:

Sign: 

Print Name: Greta Simaviciute

Date: 03/04/2022

DPS Reviewed & required:

Signed: 

Print Name: APJ

Date: 030422

Managers Nightly Opening/Closing Checklist

	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	/	/	/
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: [REDACTED]

	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: [REDACTED]

W/E 03/04/2022



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 08/04/2022

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:

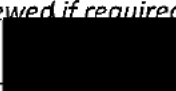
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 08/04/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 080422

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 09/04/2022

Operation Level: LOW / MEDIUM / HIGH

09

(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:

Sign:  Print Name: Greta Simaviciute

09
Date: 09/04/2022


DPS Reviewed if required:

Signed:  Print Name: APS

Date: 090422

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Sunday
Nature of Operation: Boxing Date: 10/04/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 500 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 disposable 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: 10/04/2022

DPS Reviewed if required:

Signed:  Print Name:  Date: 100422

Managers Nightly Opening/Closing Checklist

	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	/	/	/
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: _____

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: _____

W/E 10/04/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Ben Blackwell

Day: Thursday

Nature of Operation: Nightclub

Date: 14/04/22

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 400

Number of SIA Door Staff: 7

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: 14/04/22

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: APJ Date: 14/04/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Ben Blackwell

Day: Friday

Nature of Operation: Nightclub

Date: 15/04/22

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: 15/04/22

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: AD Date: 15/04/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Ben Blackwell

Day: Saturday

Nature of Operation: Nightclub

Date: 16th 10/4/22

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: Ben Blackwell Date: 16/04/22

DPS Reviewed if required:

Signed:  Print Name: APJ Date: 16/04/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: James Seema

Day: Sunday

Nature of Operation: Night club

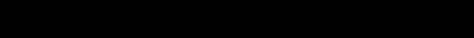
Date: 17-4-22

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

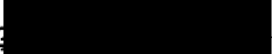
Signed: 

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:  Name: J. Seema Date: 17-4-22

DPS Rev:  Name: APS Date: 17-4-22

Managers Nightly Opening/Closing Checklist

	THURS	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	/	/	/	/
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: _____

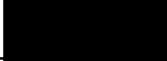
	THURS	FRI	SAT	SUN
Corner door (Door 2) locked with a key	/	/	/	/
Check roof access is locked	/	/	/	/
Outside lights OFF	/	/	/	/
Fruit/boxing machines OFF	/	/	/	/
Check bars with supervisor to ensure close-down is satisfactory	/	/	/	/
ALL PDQ machines and Halos on charge	/	/	/	/
Ensure A/Cs & extractors 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: _____

17/04/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

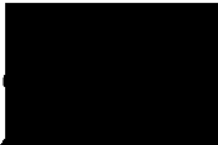
Full Name of Manager: Greta Simaviciute Day: Friday
Nature of Operation: Nightclub Date: 22/04/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 100 Number of SIA Door Staff: 11
Signed: 

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

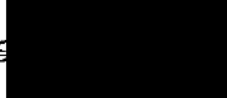
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 22/04/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 220422

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager:

Greta Simoniute

Day:

Saturday

Nature of Operation:

Bongo's Bingo

Date:

23/04/2022

Operation Level:

LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance:

500

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:

Sign:



Print Name:

Greta Simoniute

Date:

23/04/2022

DPS Review only if required:

Signed:



Print Name:

APS

Date:

23/04/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday
Date: 23/04/2022


Nature of Operation: Nightclub

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 17

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: 23/04/2022

DPS Reviewed if required:

Signed:  Print Name: AS Date: 230422

Managers Nightly Opening/Closing Checklist

	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	✓	✓	
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: [REDACTED]

	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: [REDACTED]

W/E 24/04/2022



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: James Seem

Day: Friday

Nature of Operation: Night club

Date: 29-4-22

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 11

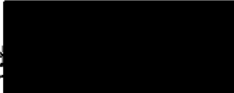
Signed: 

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

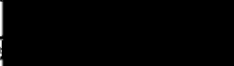
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: J. Seem Date: 29-4-22

DPS Reviewed if required

Signed:  Print Name: APS Date: 290422

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Gaela Simancic

Day: Saturday

Nature of Operation: UKG Brunch


Date: 30/04/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 600

Number of SIA Door Staff: 10

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 after 2pm.

☒ Dispersal Policy Considered for shift end & perimeter

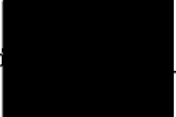
☒ Tenshi Pre Open SE License Checks complete if required - N/A

☒ 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: Gaela Simancic Date: 30/04/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 300422

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

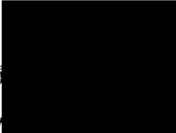
Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 30/04/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 17
Signed: 

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

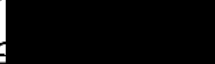
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 30/04/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 30/04/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: James Seem

Day: Sunday

Nature of Operation: Night club

Date: 1-5-22

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:  Name: J Seem Date: 1-5-22

DPS Rev:  Signed:  Print Name: APS Date: 010522

Managers Nightly Opening/Closing Checklist


	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	✓	✓	✓
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: _____			

	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: _____			

W/E 01/05/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING


Full Name of Manager: Greta Simaviciute Day: Friday
Nature of Operation: Nightclub Date: 06/05/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 12
Signed: 

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

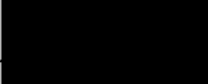
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 06/05/2022

DPS Reviewed if required:

Signed:  Print Name: ARS Date: 060522



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Night club

Date: 07/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 17

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:

Sign:  Print Name: Greta Simaviciute Date: 07/05/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 07/05/22

Managers Nightly Opening/Closing Checklist

	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	✓	✓	
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: [REDACTED]			

	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: [REDACTED]			

W/E 08/05/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub


Date: 13/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 12


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: 13/05/2022

DPS Reviewed if required:

Signed:  Print Name: AS Date: 13/05/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Saturday

Nature of Operation: Nightclub

Date: 14/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 17


Signed: 

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

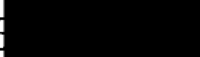
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 14/05/2022

DPS Reviewed if required:

Signed:  Print Name: APD Date: 14/05/22

Managers Nightly Opening/Closing Checklist

	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	✓	✓	
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: 			

	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: 			

W/E 15/05/2022

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 20/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 12


Signed: 

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

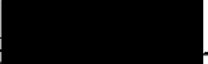
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 20/05/2022

DPS Reviewed if required:

Signed:  Print Name: ABS Date: 200522

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: 20/05/2022
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
- ☒ 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: 21/05/2022

DPS Reviewed if required:

Signed:  Print Name: APS Date: 21/05/22

Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

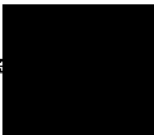
Full Name of Manager: Greta Simaviciute Day: Saturday
Nature of Operation: Nightclub Date: 21/05/2022
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 17
Signed: 

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

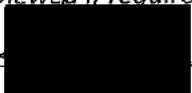
- ☒ CCTV recording
- ☒ Fire and Security Checks completed
- ☒ Level of ID Check in place as required
- ☒ Searching policy Level in place as required
- ☒ Use of drinking vessels level in place as required
- ☒ Dispersal Policy Considered for shift end & perimeter
- ☒ Tenshi Pre Open SE License Checks complete 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: 21/05/2022


DPS Reviewed if required:

Signed:  Print Name: APJ Date: 210522

Week:

Managers Nightly Opening/Closing Checklist

OPENING	ERI	SAT	SUN
FULLY disable building alarm (including Tenshi)	/	/	
Turn outside lights on & check roof access is locked	/	/	
Check fire alarm	/	/	
Turn all applicable power 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	/	/	
Check fire extinguishers are present in dedicated locations	/	/	
Check emails for any necessary information for the day	/	/	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checksheets/ H&S patrol checksheets, allocations, etc.)	/	/	
Ensure A/Cs and extractors are on	/	/	
Tills on with correct prices loaded, PDQs working and charging	/	/	
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	/	/	
Main 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	/	/	
Activate smoking area white gate alarm	/	/	
Main room rig, laptop, extension lead and projectors on	/	/	
Check all TVs are on everywhere	/	/	
Manager's signature:			

CLOSING	ERI	SAT	SUN
Corner door (Door 2) locked with a key	/	/	
Turn outside lights OFF & check roof access is locked	/	/	
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 are OFF (all rooms!)	/	/	
All spirit rooms and cellars locked	/	/	
All power 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, laptops, projectors shut down correctly	/	/	
Upstairs & downstairs rigs OFF!!!!	/	/	
Blue smoking bins hidden behind the fence; main smoking area gate open	/	/	
All power swithes from the main switch panel OFF	/	/	
Office lights and screens OFF, door locked with a key	/	/	
Ensure fire alarm is fully set; deactivate smoking area white gate alarm	/	/	
Ensure building alarm is correctly armed, lock door 1 from outside :)	/	/	
Manager's signature:			

W/E 22/05/2021



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaviciute

Day: Friday

Nature of Operation: Nightclub

Date: 27/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 800

Number of SIA Door Staff: 12

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 Simaviciute Date: 27/05/2022

DPS Reviewed if required:

Signed: [Redacted Signature] Print Name: APS Date: 27/05/22



Daily Operation Risk Assessment

MUST BE COMPLETED PRIOR TO OPENING

Full Name of Manager: Greta Simaniciute

Day: Saturday

Nature of Operation: Nightclub

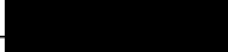
Date: 28/05/2022

Operation Level: LOW / MEDIUM / HIGH

(Refer to additional Risk Assessments):

Estimated Attendance: 1000

Number of SIA Door Staff: 17

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:

Signature:  Print Name: Greta Simaniciute Date: 28/05/2022

DPS Review:  Signed:  Print Name: APJ Date: 28/05/22

Week:

Managers Nightly Opening/Closing Checklist

OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		/	/	
Turn outside lights on & check roof access is locked		/	/	
Check fire alarm		/	/	
Turn all applicable power 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		/	/	
Check fire extinguishers are present in dedicated locations		/	/	
Check emails for any necessary information for the day		/	/	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checksheets/ H&S patrol checksheets, allocations, etc.)		/	/	
Ensure A/Cs and extractors are on		/	/	
Tills on with correct prices loaded, PDQs working and charging		/	/	
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		/	/	
Main 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		/	/	
Activate smoking area white gate alarm		/	/	
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		/	/	
Turn outside lights OFF & check roof access is locked		/	/	
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 are OFF (all rooms!)		/	/	
All spirit rooms and cellars locked		/	/	
All power 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, laptops, projectors shut down correctly		/	/	
Upstairs & downstairs rigs OFF!!!!!!		/	/	
Blue smoking bins hidden behind the fence; main smoking area gate open		/	/	
All power swithes from the main switch panel OFF		/	/	
Office lights and screens OFF, door locked with a key		/	/	
Ensure fire alarm is fully set; deactivate smoking area white gate alarm		/	/	
Ensure building alarm is correctly armed, lock door 1 from outside :)		/	/	

Manager's signature: _____

W/E 29/05/2022