

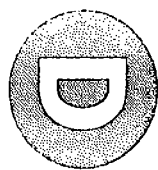
**IN THE MATTER OF :-**

**LICENSING REVIEW**

**JOSEPHINE'S, 27 WARDWICK, DERBY DE1 1HA**

**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 1**



## Derwent Training Consultants Ltd.

1<sup>st</sup> Feb  
First Aid Course  
Pam + Suneeta Sandhu

### Entry guidance and support information.

There is no precondition for completing the one day (6hrs) Emergency First Aid at Work as the required knowledge and understanding of first aid are covered in the training.

This is also the case in the 3 day (18hrs) First Aid at Work, however the requalification 2 day (12hrs) First Aid at Work the candidate should have attended a 3 day or 2 day First Aid at Work or Level 3 Award in First Aid at Work certificate (3 day or 2 day).

The candidate must be physically able to carry out the procedures detail in the unit of assessment and must participate in at least 80% of the training programme to be eligible for assessment.

This qualification is recognised in UK and is regulated by the First Aid Industry Body for the approval and monitor system guaranteeing consistency of standards across the UK

The training is recommended to be delivered at a ratio of 1 trainer per 12 candidates.



The First Aid Industry Body

### Candidates

If a candidate attending the course need additional support i.e. help with a reader, signer etc. please get in touch with us immediately so we can make arrangements to help fulfil the candidates learning and or assessment.

On the day of the course the candidates will be given

First Aid CPR mask, a pair of vinyl gloves in a neat black pouch which has a first aid cross marking on it.

Quick reference First Aid guidance card

\*First Aid made easy book

It will be useful to bring with you a pen, note book or pad

The training will be delivered by;

### Practical

CPR

Recovery Position

Severe Bleeding

Slings (Arm & Elevated)

### PowerPoint

Bullet points for discussion

Pictures of illness / injuries

Video of illness / injuries

During the course the trainer & Peers will be encourage to help with assessment

### First Aid at Work Assessment

Candidates must be able to demonstrate correct procedure in relation to;

Primary Survey (Drs ABC)

\*Secondary Survey

Recovery Position

CPR

Severe bleeding

Stabllising a fracture

Shock

\*Multiple question paper of 25 questions of which 19 must be correct at the time of marking.

\* Three verbal question from an assessor in relation to First Aid at Work training course.

\*Relates to First Aid at Work courses (3 day or 2 day) only and not to Emergency First Aid at Work

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**EXHIBIT PS 2**

# Josephine's

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**Job Title;** Door Security

**The Premises**

Josephine's Bar Derby

**Responsibilities**

It is the responsibility of the Door Security team working at this venue is to manage all security matters on the premises in accordance with Josephine's company procedures.

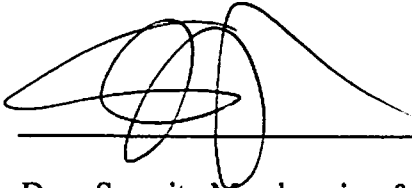
To manage our patrons in a well mannered and calm act. Act on behalf of the company when requested; attend meetings with the local authorities and premises management to discuss security matters. Co-operate with the police when necessary providing them with any information on request. To always act in accordance with company policy and within the parameters of the law. To protect the interests of the company at all times. Ensure on arrival to sign in and out including any information requested such as badge Id, Addresses and contact numbers. To maintain a customer entry/exit clicker system that is open and transparent to scrutiny. Be responsible for ensuring the safety of staff, customers, assets and monies. We advertise out door security to be 'Tight but polite' policy.

**Main Duties:**

- On arrival, ensure logging in book is fulfilled with all the correct and necessary information.
- Ensure there is a copy of the door security company "Security Handbook" available for reference and use during operational hours,
- Make sure all security staff are familiar with the company "Security Handbook" and are working to the guidelines within,
- Carry out checks to the premises ensuring they are in a fit state to open,
- Ensure all emergency exits are unlocked in working order and free from obstruction
- Be polite and give guidance and help where necessary,
- Ensure all customers are subjected to the "Challenge 25" code and I.D. when necessary at the front door
- Deal with all altercations in a professional manner with a target of zero violence at all times,
- To support the management and security team at all times in dealing with incidents and altercations
- To ensure all radios and ear pieces are issued at the start of each shift, used in a compliant manner and returned at the end of the shift
- Make sure all radios and ear pieces are in working order before each shift
- Ensure all incidents no matter how small are written up in the correct reporting book, capturing as much detail as possible,
- Any seized drugs and illicit items shall be recorded and placed in a secure area for police collection
- To clear and secure the venue at the end of a trading session
- To carry out any reasonable task asked by the management
- Ensure you log number of people in and hour the venue accordingly

- Perform in a polite and courteous towards our patrons
- Josephine's operate a 100% search policy to all patrons entering the premises.
- Ensure you are using a search wand at all times. This includes using the search station provided.
- Making sure you are aware of all first aiders in the building.
- Ensure you are aware of the location of all three first aid boxes on the premises

Manager sign:



Door Security Member sign & Print Name



Date:

28/01/17

It is the policy of the United States  
Government to support the people of  
the world in their struggle for  
freedom and independence. This  
policy is based on the principle  
that all people have the right to  
self-determination.

The United States Government  
is committed to the principle of  
self-determination for all people.  
This commitment is based on the  
belief that all people have the  
right to choose their own  
government and to determine their  
own future.

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**EXHIBIT PS 3**



Venue Induction Pack  
Josephine's Derby

Name of Security Operative: [REDACTED]

Name of Head Security Operative /Trainer: \_\_\_\_\_

Induction Date: 21.01.17

SIA Licence number [REDACTED]

SIA Licence expiry date 02.11.18

Area Manager to validate: \_\_\_\_\_



100

100

100

### Venue Information

The venue is located in Derby city centre in the Wardwick. The unit has a capacity of 380 and is a well-established venue in the area. The venue is frequented by an eclectic mix of customers. During standard operating weeks the venue is open two nights a week with the latest closure time being 03:00. A variety of drink offers exist on these operational nights.

The venue consists of one room with bars, dance floor, seating areas and a rear of venue terrace. The venue operates a music policy of chart, dance and moderate R&B music.

A taxi rank and local food concessions are situated in close proximity to the venue on the Wardwick.

The venue has a good working relationship with local Police. The venue has good quality CCTV coverage with a small number of blind spots. The venue is part of a Pubwatch / Nightsafe Scheme, is part of a local BAND scheme and has access to a link radio to city centre CCTV who have line of sight across the Front of House (FOH) area and link the venue to local police units.

The venues smoking section is located at the rear of house terrace.

The venue currently uses glass drink ware.

New Door Supervisor (DS) to  
initial box when the task is  
completed

### Venue Familiarisation

Carry out a full venue walk internally as well as externally

MC

Knowledge of the opening and closing times for all nights

MC

Venue admission prices for all nights as well as when prices change throughout the night

MC

The type of music played within the venue, & number of dance rooms

MC

Introduced to the venue management team

Name Of General Manager

SUNEETA SANDHU

MC

Name of Deputy Managers

Capacity of venue & capacity within certain areas  
Of venue (if relevant, write full in box)

380

MC

Dress code for all nights

MC

Have you read the OAM and write the location in box

RECEPTION

MC

location of all fire exits & write in the box below where they discharge to externally.

Fire Exit 1  
Fire Exit 2

Front Doors leading to the Wardwick  
Rear of venue terrace leading to Becket Street through the side of  
house secured car park

114

Exit Routes – Assessment of Risk

1. Exits 1 leading to the Wardwick - Preferred and safe ejection route - Exit to be primarily used (Primary Exit)
2. Exit 2 leading to leading to Becket Street through the secured car park - Safe and approved ejection route – if used then guidelines in systems of work document SSW2 must be followed - Exit should only to be used in emergency situations (Secondary Exit Route)

1. [REDACTED] (print name) confirm that I have been instructed in the use of exits for ejection purposes. I further confirm that I understand the instruction given and agree to abide by it fully.

Wherever possible, all ejections should be made using the Primary ejection routes.

Signed: [Signature]

Date: 21.01.19

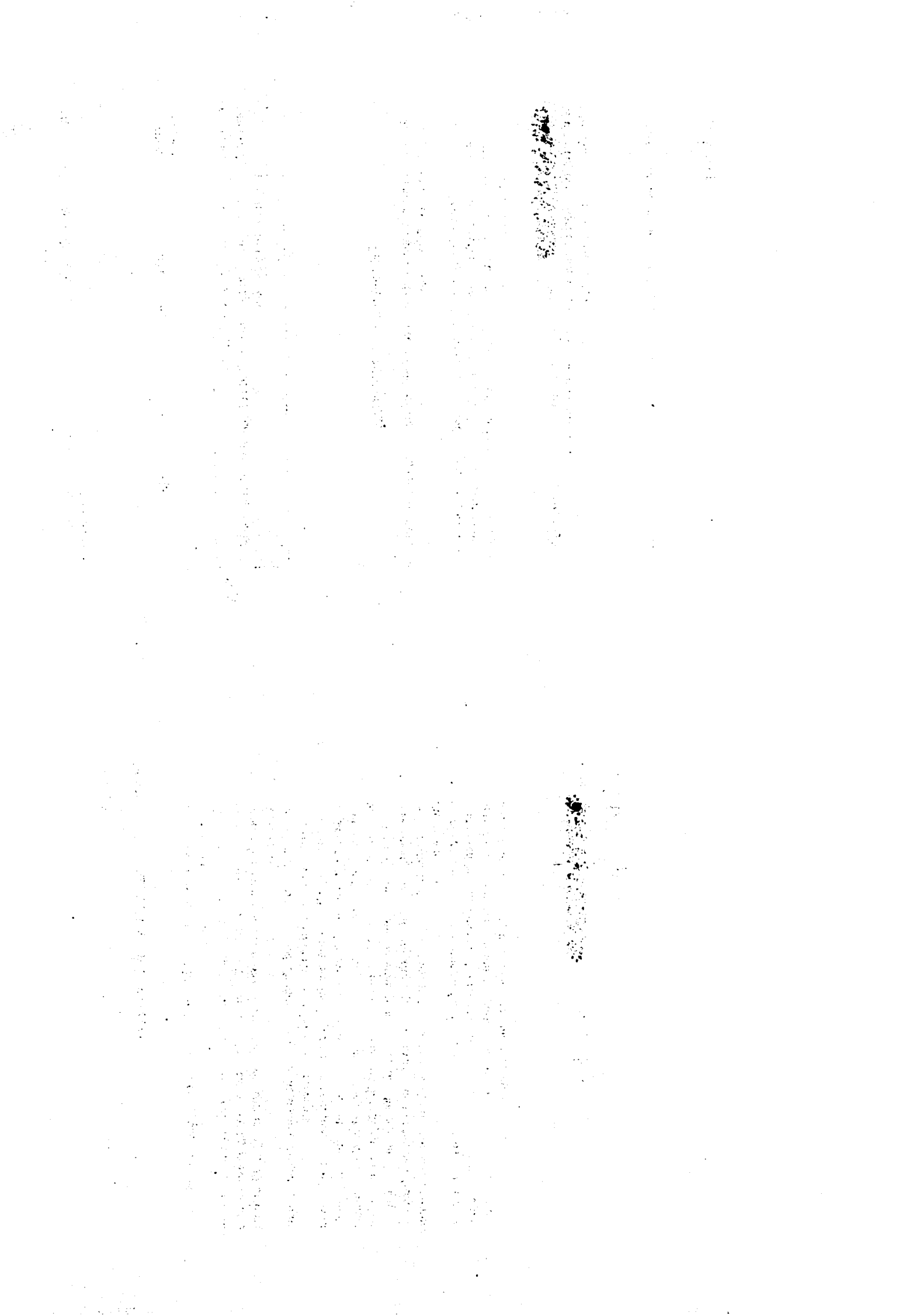
Ref: SSW2

Use of Exit 2 for ejection of persons from premise

- The following points are part of the door supervisor's procedure and should be adhered to at all times.
- All ejections from the premises should be carried out via the front door unless in exceptional circumstances (e.g. Medical necessity, Presence of a serious imminent threat to health and safety of customers, staff or door supervisors)
- Any ejections from Exit 2 which initially leads to the secured car park should be carried out by a minimum of three (3) door supervisors.
- Any persons ejected via these exits should be escorted to the paved area of Becket Street, beyond the two gates at the car park exit. The gates should then be closed. If one of the two gates fail to lock in the closed position because of a defect then this should be reported back to site management immediately. Two door supervisors should escort the person to safety as prescribed above whilst the third door supervisor stays at the gate from the terrace area to ensure no more people come out into the car park or enter the area from the street.
- Before re-entering the venue, a full inspection of the car park should be completed by the persons who conducted the ejection, to ensure no other persons remain present in the car park area. Any ejections conducted from this exit should be logged in the venue's incident report book.

Name: [REDACTED]  
Date: 21.01.19

Signed: [Signature]



New DS to initial box  
when the task is completed

Location of all fire extinguishers as well  
as break glass points

MC

Location of the fire assembly point

Across the road from the  
venue on the Wardwick

MC

Methods of checking the fire exits for pre- entry checks

MC

Methods for checking the fire exits at the end of the night  
i.e. the use of Clark bars, alarm setting, or any other means

MC

Procedures to avoid discriminating against disabled customers.

MC

Procedures during evacuation for the disabled (including PEEP's  
and emergency evacuation chairs if applicable)

MC

Have you read and understood the venue specific fire evacuation  
& procedures.

MC

### Services within venue:

New DS to initial box  
when the task is completed

Number of bars within the venue & their names  
i.e. bar 1, bar 2 etc...

MC

Write the location of all toilet & key holders for the disabled  
(where applicable)

Location of disabled toilets

BY TOILETS

MC

Location of disabled keys

BAR 1

MC

Location of the staff toilets, staff room, & the  
locker room

MC

Location of the medical room

MC

Write names of qualified first aiders on site in the box below

Venue Management Team

MC

Informed of the location of operational first aid kits

MC

Location of cigarette machines

MC

Procedures for using lifts (where applicable)

MC

Location of the diner or restaurant (where applicable)

MC

Location of the cash machine

MC

### Drugs Policy

The drugs policy has been explained and understood

MC

Has the search policy with regard to both drugs and weapons been  
explained and understood

MC

Customer Service

New DS to initial box  
when the task is completed

Taxi booking procedure or location of local taxi rank



Complaints procedures



Location of the nearest restaurant or takeaway



How and where to obtain information regarding concessions for, stag, hen or office parties and corporate functions.



Health & Safety

Explain the hazards of the job, and aspects of safety:-

Violence



Unit specific hazards and associated risk assessments



Noise at work



Use of strobes/lasers



Smoking policy



Drinks on the dance floor policy



Wearing of shoes at all times



Policy of identification and handling of persons under the influence of excessive alcohol or drugs



Units dispersal policy



Incident reporting procedures



You are responsible for reporting to the head door supervisor any hazards you become aware of that could place staff or others at risk



Use of Force

New DS to initial box  
when the task is completed

The following has been explained and understood:

Force should only be used as a last resort when alternatives have failed, or are likely to fail



Staff focus should be on good communication and conflict management skills



Door supervisors must account for any use of force, which must be reasonable, necessary and proportionate in the circumstances



Violent incidents and use of force should be reported to the Duty manager and recorded in the incident report book



First aid support and emergency medical procedures



Ejections must be through designated ejection routes



List exits and their qualification for use:

Exit 2 to be use in emergency situations only (if used then guidelines in safe systems of work document SSW2 should be followed)	
Front doors to be primarily used.	

Issued Bridgegate Booklet 'Reducing Risks of Violence'



Avoid backwards push to any individual in the course of your duties

Avoid holds involving the head and/or neck



Avoid restraint on the ground as far as possible and other holds that restrict breathing and/or circulation

## Radio Discipline

New DS to initial box  
when the task is completed

Write in the boxes provided the code words used for emergency communication

Fire

Mr Sands .... 'Location'

NY

Fight

Code Red .... 'Location'

NY

Major Incident

Code Black .... 'Location'

NY

Drugs

Code White .... 'Location'

NY

Assistance Required

Code Amber .... 'Location'

NY

Suspect Package

Mr Alert .... 'Location'

NY

Suicide Bomber

Mr Caution .... 'Location'

NY

Basic skills of radio communication

NY

Methods of signing in & out, and the re-charging of radios

NY

Reporting faulty radios to the HD

NY

Understanding the door supervisors signing in register

NY

## CODE OF CONDUCT WHILST ON DUTY

1. At all times, maintain the agreed standards of personal appearance and deportment appropriate to the event or establishment and not to act in a manner that is likely to bring discredit to the company..
2. Greet all visitors to the venue in a friendly and courteous manner.
3. You should give assistance to any person on the premises who is injured or distressed.
4. Use moderate language at all times when dealing with members of the public and other members of staff employed at the Client's establishment.
5. Act fairly and not unlawfully, do not discriminate against any person on the grounds of colour, race, disability, sex, religion, sexual orientation, age (under 18s can be denied entry in accordance with the law, premises licence conditions and licencing objectives), gender reassignment, being married or in a civil partnership (and to be prepared to justify your actions).
6. Never solicit or accept any bribes or other considerations from any person, nor fail to account for any money or property received during the course of the assignment.
7. Not to fraternise with customers, friends or relations whilst on duty on an assignment.
8. Not to drink alcohol, or be under the influence of alcohol or any illegal substance, when reporting for duty, or whilst on an assignment.
9. Never abuse your position of authority and immediately report any incident(s) involvement with the police that may affect your continued ability to work on assignment as a Door Supervisor.
10. You should give due consideration concerning the admission of persons suspected of being under age or under the influence of drink or drugs. The final decision will always lie with the licensees or his deputy.
11. Use only reasonable and necessary force when dealing with any violent or quarrelsome member of the public or customer. Never carry or use a weapon. Be prepared to justify your actions in court.
12. Do not use mobile telephones whilst on duty. Ask permission from your Head door supervisor if you have an emergency.
13. Always sign in upon commencement and out at the end of your duties.

- 14. Don't chew gum or eat any food whilst on duty. If your shift is sufficiently long enough you may be allowed a break with your head door supervisor's permission.
- 15. Only smoke during breaks in designated areas as instructed by the Clients representative.
- 16. Unless you have written permission from the local S.I.A enforcement officer and the local police you must always prominently display your S.I.A licence at all times whilst on duty and ensure it is renewed prior to expiry.
- 17. Every door supervisor should be aware of the evacuation procedure and position of the fire points of the venue.
- 18. Whilst on front door duty on a regular session, ensure no person under the legal age for purchasing alcohol (18 Yrs) is granted admission.
- 19. You should control the number of persons admitted to the premises so as to prevent overcrowding in strict adherence to the fire limit.
- 20. Door supervisors should not socialise when off duty at venues they work at. This policy can be circumvented if the door supervisor obtains the permission of the venue manager.
- Remember that when you are off duty your actions will reflect on the company.
- 21. If you wish to visit another venue associated with the company please contact the manager and head door supervisor in advance. Turning up unannounced can lead to embarrassing refusals. If you visit venues not associated with the security provider the same rules apply do not use your position with the company to gain entry.

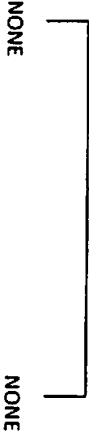
1. ORGANISATION STRUCTURE

RESPONSIBLE TO: HEAD DOOR SUPERVISOR

JOB TITLE:



SUBORDINATES:



2. JOB AIMS & OBJECTIVE

- 2.1 To ensure that you understand and abide by the clients requirements and venues specific procedures for incident control.
- 2.2 To ensure that entry numbers are controlled, and that you are fully aware of the venues specific fire procedures. Using tally counters if provided.
- 2.3 To wear the uniform specific to the venue you attend.
- 2.4 To monitor customer behaviour, and to ensure that all customers comply with the venue rules and within the guidelines of the licensing Act. To use only the required level of force to enforce the rules and to report any breach of that behaviour using the incident report book provided.
- 2.5 To ensure that you have read the risk assessment for this venue and that you are fully aware of and practice the risk management procedures for this venue.
- 2.6 To ensure that all customers comply with the clients admissions policies in terms of dress, age, and behaviour
- 2.7 To read and fully comply with the Code of Conduct.
- 2.8 To wear your S.I.A licence at all times whilst on duty and to ensure it is clearly displayed. To immediately inform your Head Door Supervisor and Area Manager if your licence has been revoked or suspended. You may be prosecuted if you ignore this rule.



### **3. MAIN DUTIES & RESPONSIBILITIES**

- 3.1 To assist with recruitment by recommending suitable S.I.A. licensed door supervisors to the company.
- 3.2 To ensure that you receive specific Venue Induction training as soon as is operationally practical at any venue that you are unfamiliar with. To sign the relevant document confirming the training has been satisfactorily carried out.
- 3.3 To ensure that incidents are reported and recorded wherever they occur in a public area. It is crucial that you report any incident or accident which you witness or are involved in within 24 hours of it occurring. Follow the instructions in the incident report book.
- 3.4 To ensure that you sign in and out and to enter your reference number as well as your S.I.A. licence number. Enter the exact times of beginning and ending your shift.
- 3.5 To ensure that customers are greeted when entering or leaving the unit in a warm and friendly manner, and to offer assistance and comfort to any customers in distress and inform the first aider where required and advise regarding the venues facilities
- 3.6 To sign for your radio or any client equipment at the beginning of each shift and return and sign it back in at the end of the shift. Please report any damage immediately to the head doorman or venue manager. Remember it is a health and safety requirement for you to wear your radio on a belt clip and to use an earpiece.
- 3.7 To cooperate and give full access to any representatives of the S.I.A, the emergency services, Licensing Department, or Environmental Health Department. Never refuse access in any circumstances.
- 3.8 To assist the Client, the Police or any other regulatory organisation, as applicable, in any enquiries relating to you. Such assistance shall survive termination of your employment, however arising.
- 3.9 To monitor and report to the Head Door Supervisor any unacceptable customer behaviour, addressing when necessary to maintain a safe, pleasant and non-threatening environment.
- 3.10 To pay strict attention to health & safety issues/dangerous occurrences to minimise the risk in potentially dangerous areas eg stairs, dance floor(s) and congested areas.

- 3.11 To advise and enforce where necessary unit policies i.e. restricted access areas.

- 3.12 To attend any training courses as and when requested by your Area Manager or the client in order to comply with your contract.

- 3.13 To ensure that visual checks are carried out in public areas to prevent the usage, distribution, or storage of illegal drugs reporting any such suspected activities. To learn and comply with the specific drug policy for which ever venue you attend.

- 3.14 As an agent of the licensee you are responsible for the licence and you should make sure that all its conditions are met.

- 3.15 As an agent of the licensee you have the right to ask anyone to leave the premises. If they refuse you may use no more force than is necessary to eject them.

- 3.16 It is against the law to discriminate on the grounds of race, gender, disability, sexuality etc. Please ensure that any decisions you make are unbiased and based on rational and professional guidelines.

#### **NOTE:**

The above description does not necessarily itemise all jobs the job holder will be required to do.

## Venue Induction Acknowledgement

I can confirm that I have read and understood the following items as part of the venue induction process and recognise that it is my responsibility to comply with the contents at all times:

- Venue Induction Training (including techniques to be avoided)
- Code of Conduct
- Job Description
- Incident Management & Ejection Policy
- Standard of Service Policy
- Health & Safety policies

Name: WIRISAW GRACIEL

Venue & Location :.....Josephine's - Derby.....

Signed: Am

Date: 21.01.17

Counter signed by Head Door Supervisor/Trainer

Name:.....

Signed:.....

Date:.....

**BRIDGEGATE SECURITY**

## STANDARDS OF SERVICE REQUIRED BY DOOR SUPERVISORS

In order to comply with Bridgegate Security's Standards of Service would you please sign and date the statement below to acknowledge receipt of the following information.

1. Team Standards
2. Communication
3. Operations Deployment Plan (if applicable)
4. Identification of Potential Flash Points
5. CCTV Surveillance
6. Admission Policy
7. Search Policy
8. Liaison and Cooperation with Authorities
9. Incident Management Protocol
10. Ejection Policy
11. Home Safe
12. Counter Terrorism Policy

I acknowledge that I have been briefed in and understand the information listed above and accept that it is my responsibility to ensure I am fully aware of, and comply with, the contents at all times.

Name: WILLIAM A. BROWN

Venue: .....Josephine's.....

Location: .....Derby.....

SIA number: [REDACTED]

Signed: \_\_\_\_\_

Date: 21.01.18

# Door Supervisor's Workbook: Learner's Record

Please complete this form once you have read and completed the exercises within the Maybo Reducing the Risk of Violence guidance booklet.

Learner's Full Name		<b>Matthew James Smith</b>	
DOB	<b>19/06/80</b>	SALIENCE NO.	<b>1234567890</b>
MOBILE		EMAIL	
Learning Review			

**Key learning.**

- Legal Responsibilities
- 3 steps to reducing violence – Prevention, Calming, Intervention
- Risk Assessment and Reduction
- Identifying the Root Causes of Conflict / Resolving Conflict
- Behaviour Breeds Behaviour / Calming Skills
- Techniques to be avoided / Use of Force
- Working as a team
- SAFER Approach

**Learner's declaration – I sign this document to confirm that:**

- I have read fully the contents of the Maybo Reducing Risks of Violence guidance work book & completed all exercises within
- I accept my responsibility to familiarise myself with all policy, guidance and procedures relevant to door supervision at each venue I operate.
- I undertake to ask if I do not fully understand any aspects of the Maybo Reducing Risks of Violence guidance workbook and/or local instructions that relate to reducing risk.
- I am aware of my powers in relation to the use of force as set out in the Maybo Reducing Risks of Violence guidance workbook and my responsibility to be prepared to account for my actions.
- I accept that the use of force/physical intervention is as a last resort when other methods have failed or are likely to fail.
- I am aware of the potential risks of harm in relation to physical intervention and restraint as set out in the Maybo Reducing Risks of Violence guidance work book.

**If you have any difficulty understanding or committing to any of these statements please raise this with your supervisor and if you feel necessary with your manager.**

Learner's Signature			
Supervisor / Manager Signature			
Middle Initial			
Date	/ /	Signature	

Head Office Sign Off

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**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 4**

**DATE:** 28/01/17.

**DPS/MANAGERS JOBS TO BE DONE AT BEGINNING OF SHIT**

TO DO	TICK WHEN DONE	PRINT NAME
Fill out staff briefing sheets and Till allocation sheets.	✓	SOPHIE
Make sure all fire exits are clear	✓	SOPHIE
All radios are fully charged and in working order	✓	SOPHIE.
Search wand has power and ready to use	✓	SOPHIE.
Ensure door security have filled out all correct sheets. Sign in/out sheets and personal details along with there code of conduct sheet	✓	SUNEETA.
Refusal log book and confiscated items book is at the front desk.	✓	SUNEETA.
Once all door security members are on duty perform radio check	✓	Suneeta
Confirm all bar staff have signed in	✓	Suneeta
Make sure our search station is set up correctly and being used in accordance following our 100% search policy.	✓	Suneeta
When the Dj arrives make sure he is aware at 2.30am our music level goes down and softer music is played so our patrons start leaving the premises accordingly	✓	Suneeta.
At 2.30am make sure the head doorman has put the front barriers vertically to prevent people leaving and walking into the road	✓	Suneeta
At 2.30am all lights she starting going up	✓	Sophie
At 2.45am all lights go up fully	✓	Sophie

**DPS/MANAGERS JOB TO BE DONE AT END OF SHIFT**

TO DO	TICK WHEN DONE	PRINT NAME
Ensure all head sets and radios are back on charge	✓	Suneeta.
Staff briefing sheet is filed along with sign in sheet	✓	Suneeta
File door security's code of conduct sheets	✓	Suneeta.
File door security's sign in/out sheet	✓	Sophie
Front door is locked soon as the last customer is off the premises	✓	Sophie
Fill out refusal book if required	✓	Suneeta.
Fill out confiscated items book if required	✓	Suneeta
Ensure all staff members have signed out the premises	✓	Sophie

**IN THE MATTER OF :-**

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**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 5**

# Josephine's

## Employment application form Personal details & contact information

NAME..... DOB.....  
POSITION.. Barmaid..... MARITAL STATUS.. co-habiting

ADDRESS ..  
.....  
Derby.....  
POST CODE..  
.....  
HOME NO. ....  
MOBILE..  
E-MAIL.....  
NI NUMBER.....

NEXT OF KIN..... TITLE.. Mr.....  
ADDRESS ..  
.....  
Derby.....  
TEL:.....  
MOBILE.....

DO YOU HAVE ANY DEPENDANTS... Yes.....  
DO YOU HAVE YOUR OWN TRANSPORT... Yes.....

DECLARATION OF ANY KNOWN ALLERGIES OR MEDICAL CONDITIONS  
..... N/A.....

PREVIOUS EXPERIENCE, TRAINING & SKILLS... N/A.....  
.....  
.....  
.....

ARE AVAILABLE TO WORK UNTILL 5AM... Yes.....  
WHAT NIGHTS ARE YOU AVAILABLE FOR WORK... Friday / Saturday.....  
WHAT DATE ARE YOU ABLE TO COMMENCE WORK... ASAP.....  
DO YOU HAVE ANY OTHER EMPLOYMENT COMMITMENTS

HAVE YOU HAVE WITHIN THE PAST 5 YEARS OR OUTSTANDING/PENDING  
CRIMINAL CONVICTIONS  
DETAILS... NO.....

PLEASE PROVIDE CONTACT DETAILS OF 2 REFERENCES.....  
.....  
.....

ANY OTHER INFORMATION.....  
.....  
.....

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



# Josephine's

## Job Description

Start Date: ~~01st~~ July 2015

Hourly Rate: basic rate for over 21's

Contracted hours: Zero hour contract

You are employed to work a zero hour contract. You will regularly be required to work nights. Your place of work is the Josephine's Bar Derby 27 Wardwick DE1 1HA. You will be expected to be available to work weekends, bank holidays, NYE, Christmas eve, boxing day & late nights you will normally work between the hours of 22:00 and 05:00, no overtime rates are paid at any time, bonuses maybe paid at the discretion of the directors. Wages are paid weekly in arrears. Notice period is one week. If you cannot work because of illness, you must inform a manager as early as possible and each subsequent day when you are unable to work. Self-certification is allowed for a maximum of 5 days after which a Doctor's Certificate must be provided. You are not entitled to contractual sick pay/holiday pay.

### Responsibilities

To turn up for your rotated shift on time and in the correct uniform, to serve customers adhering to company policy at all times, using the correct measures as advised in the tariffs. To be aware of and adhere to current licensing law at all times. To ID patrons where necessary, to keep your work station clean at all times to be responsible for your till and all monies within, and to except financial responsibility for any shortages in your till, to make your supervisor aware of any problems or errors as soon as possible

### Main Duties

- To serve customers in a proper and efficient manner
- To prepare your work station for your shift, ensuring you have adequate stock and plastic ware as well as any condiments necessary
- To except responsibility for your float and all income in your till
- To stock up your work station as and when necessary
- To clean your service area during and at the end of your shift
- To wash plastic ware in the glass wash machines
- To carry out toilet checks during your shift, informing your supervisor of any issues
- It is your duty to report anything which may harm the reputation or the licence of the premises
- To actively promote any promotions and/or offers to our patrons
- To carry out any reasonable task asked of you by the management

I understand and except the role responsibilities and duties of this position.

Signed 

Print 

Date 29/01/2018.



THE  
OFFICE OF THE  
ATTORNEY GENERAL  
STATE OF NEW YORK  
ALBANY

IN SENATE,  
JANUARY 10, 1907.

REPORT  
OF THE

COMMISSIONER OF THE  
LAND OFFICE

FOR THE YEAR  
1906.

ALBANY: J. B. LIPPINCOTT & CO.,  
PRINTERS.

1907.

# Josephine's

## INDIVIDUAL STAFF TRAINING AND AUTHORISATION RECORD

Name:

~~XXXXXXXXXXXX~~

The above named person has undergone training at Josephine's Derby, with regard to the topics below:

- Not selling alcohol to anyone under 18 years of age.
- Not selling/serving alcohol to a person who is, or appears to be drunk.
- Not selling/serving alcohol to the companion of a drunk for the drunk's consumption.
- Not selling/serving alcohol outside of the hours permitted by the Bars Premises Licence.
- Full knowledge of the duty to refuse service.
- Powers of entry and inspection.
- Offences.
- Importance of product knowledge.
- Premises and Personal Licenses.
- Aware of all fire exits on premises
- Full training on how to use the Radios
- The four licensing objectives
- How to use the refusal logs
- Staff soft drinks
- How to fill in nightly cleaning sheets
- How to fill out Sign in./out sheets
- Id checking
- First aid points
- Basic fire training
- Ensuring they understand where all the first aid stations are

This person is now authorised to sell alcohol on these premises.

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Authorised by: Pam Sandhu, Tony Sandhu & Suneeta Sandhu

*Journal of Management Education* 36(7)>

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

Personal Licence No Pam Sandhu – 06/00105/PELIC  
Personal Licence No Suneeta Sandhu PA10553176  
Personal Licence No Tony Sandhu : 06/00103/pelic

Signature:



Date:

29/01/2017.

**IMPORTANT**

**Josephines Bar 24/01/2017**

**D.P.S. Stands for**

**“DESIGNATED PREMISES SUPERVISOR”**

**Pam Sandhu is the DPS**



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**There are three Personal License holders:**

**Suneeta Sandhu, Tony Sandhu, Pam Sandhu**



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**All sales of alcoholic drinks must be authorised by a personal license holder. In other words there will always be a personal license holder present during opening hours.**

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**There are 3 registered First Aiders:**

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**PAM SANDHU**

**SUNEIL SANDHU**

**SUNEETA SANDHU**



**SIGNED BY STAFF MEMBER .....**

**PRINTED NAME .....**



**IN THE MATTER OF :-**

**LICENSING REVIEW**

**JOSEPHINE'S, 27 WARDWICK, DERBY DE1 1HA**

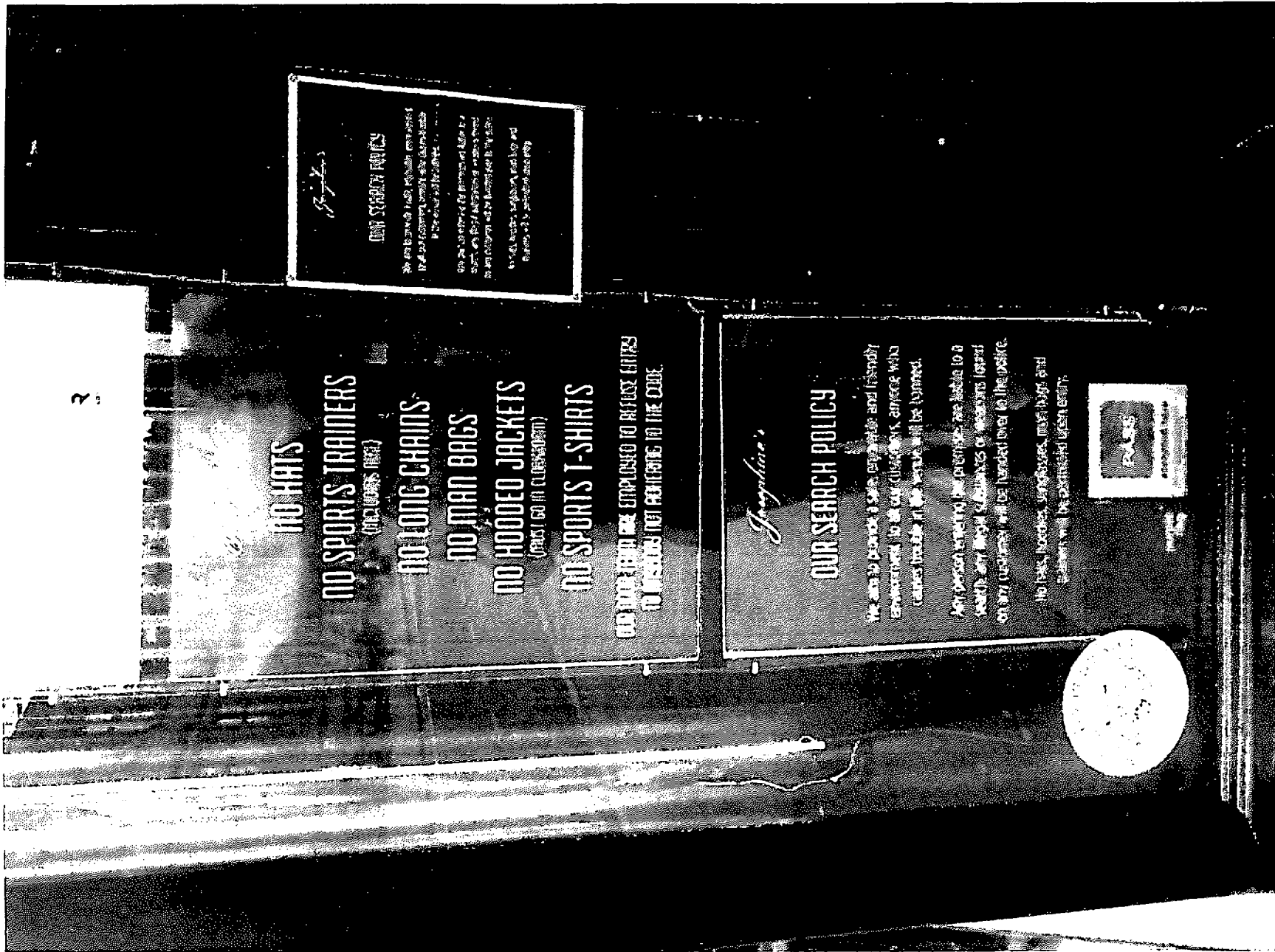
**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 6**



\* Displayed on front window  
A4. ~~A2~~ Poster \*





**NO HATS**

**NO SPORTS TRAINERS**  
(NO LACES IN)

**NO LONG CHAINS**

**NO MAN BAGS**

**NO HOODED JACKETS**  
(NO T-HOODS)

**NO SPORTS T-SHIRTS**

**ALL ITEMS MUST BE COMPLIANT TO REFUSE ENTRY  
NO REFUND FOR VIOLATIONS TO THE CODE**

*Gangster's*

**OUR SEARCH POLICY**

We aim to provide a safe experience and friendly environment for all our customers. Anyone with items inside of the venue will be searched.

Any person entering the premises are liable to a search. Any items, valuables or weapons found on any customer will be handed over to the police.

No hats, hoodies, sunglasses, mobile phones and cameras will be permitted inside the venue.



\* Printed A2 at main entrance of venue for customers to see whilst in the queue

**IN THE MATTER OF :-**

**LICENSING REVIEW**

**JOSEPHINE'S, 27 WARDWICK, DERBY DE1 1HA**

**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 7**

\*This is featured on our website.

[\(http://www.josephinesderby.com/\)](http://www.josephinesderby.com/)

## OUR POLICIES

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OUR DOOR TEAM ARE TIGHT AND POLITE. PLEASE TREAT THEM HOW YOU WOULD WISH TO BE TREATED. WE ASK YOU TO ADHERE TO OUR RULES ACCORDINGLY.

The door team and management have the right to refuse entry to anyone who appears intoxicated or under the influence of drugs, as well as anybody not following our strict dress code. We also have all rights to refuse entry to selective large groups and anyone deemed unfit to enter the premises.

### DRESS CODE

NO HEAVY BRANDED SPORTS LABELS  
NO HOODS (MUST GO IN CLOAKROOM), NO MAN-BAGS OR SHELL JACKETS  
NO HEAVY JEWELLERY OR LONG CHAINS THAT MAY CAUSE DAMAGE TO OTHERS  
NO HATS, CAPS OR SUNGLASSES  
NO PUMPS, SPORTS TRAINERS (INC. NIKE) OR WHITE FOOTWEAR  
NO SPORTS T SHIRTS  
SMART DRESS ONLY

Our door team are employed to refuse entry to anybody not adhering to the code.

### CLOAKROOM

Our cloakroom has a £1.00 charge. Anything left in the cloakroom is left at your own risk. We do not accept responsibility for any lost/damaged property.\*

### GUEST LIST

Our guest list ends at 1.00am. If you are on the guest list please be aware that you still may be refused entry if you are not following our rules. Guest list only gets you a queue jump.

### TABLE BOOKINGS

If you have booked a table with us please be aware you have to be on your table by 12pm (midnight). You may lose your table and your deposit if not. If you are running late please contact a member of the team. Your deposit for your table is NON-REFUNDABLE.

### RUMOURS EVENT

Rumours is a NEW event we run every Saturday. This is an over 25's event. This policy will be ongoing EVERY SATURDAY. Our door team hold all rights to refuse entry if you do

**IN THE MATTER OF :-**

**LICENSING REVIEW**

**JOSEPHINE'S, 27 WARDWICK, DERBY DE1 1HA**

**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 8**

## Agreed action plan with Josephines Bar, 27 Wardwick, Derby.

After discussions with the management of the premises, it was decided to implement an action plan in an attempt to reduce the number of violent incidents at the premises. After a meeting on 21st June 2016, and email liaison the following points are being adhered to by the premises on a voluntary basis, working with the responsible authorities going forward.

Below are points which were discussed and which will promote 'the prevention of crime and disorder' licensing objective.

- Any pre booked tables have to provide photographic ID of themselves and members of the party. A deposit shall be taken from the applicant, and the party has to arrive before midnight at the premises. Logged records shall be kept of such transactions, and be produced to a responsible authority on request.
- A last door entry policy will be in operation on Friday and Saturday evenings and no one shall enter the premises after 02:30 hours and those entering after 02:00 hours shall meet strict entrance criteria.
- 3 SIA registered door staff will be positioned at the mouth of the premises on ~~Friday and~~ <sup>by</sup> Saturday evenings. All persons entering after 22:00 hours will be subject to searches and wand using a metal detector. *Fridays to be a minimum of two, subject to events*
- A written risk assessment will be produced around search policies and positioning of door staff at the premises.
- Foyer lights to be turned up at 02:30 hours on Friday and Saturday evenings.
- Posters informing customers around entrance criteria to be displayed to assist door staff.
- Attendance at Pub watch meetings In Derby City, and utilising the Pub watch banning order mechanism when necessary.

These points have all been discussed between ourselves, and if you are in agreement with these points I would invite you to sign below to ensure we are taking positive measures moving forward. This document will then be saved onto the licensing database for any future reference.

Signed [Signature] Position 07/07/16 Date .....

Signed [Signature] Position Pc 2.68 Date 7/7/16

#Amendments.  
#ID Scanner.

**IN THE MATTER OF :-**

**LICENSING REVIEW**

**JOSEPHINE'S, 27 WARDWICK, DERBY DE1 1HA**

**STATEMENT OF PERMELA SANDHU**

**EXHIBIT PS 9**

## BRIDGEGATE SECURITY(GB) LIMITED

541 WOODBOROUGH ROAD

NOTTINGHAM NG3 5FR

WHITE COPY TO HEAD OFFICE  
PINK COPY RETAINED IN BOOK

Tel: 0115 952 2620 Fax: 0115 952 4696

No. 160289

## INCIDENT REPORT FORM

Unit: <u>Josephines BAR</u>	Town: <u>Derby</u>
Day: <u>Sat/Sun</u>	Duty Manager: <u>Pam Sander</u>
Date: <u>14/15 2011</u>	Time of Incident: <u>2.47am</u>

Location of Incident: Front near small tablesType of Incident: (Please Circle) Admission Refusal / Domestic / Drugs / Scuffle / Fight / Intoxication / Anti-Social Behaviour / Theft / Complaint / Accident / Illness or Injury / Other (Please Specify)

TO BE COMPLETED BY THE WITNESS (Give full details of incident. Be sure to include the following criteria: Circumstances leading up to the incident. What force was needed to eject, and why. The nature of any injuries (customers &amp; staff). Detailed description of individual concerned. Whether any allegations were made against staff.

Duty Head Door man left at 3.01am  
Bar staff radio through to door team 5 males  
pushing + raised voices. Doorman Sunil Singh  
came to scene picked a male up and he  
fell. Male left on floor ambulance rang police  
were already at venue.

If continuation sheet is to be used enter sheet(s) number here 

## REPORTING PERSON

Full Name <u>Pam</u>	Signature <u>P Sander</u>	Position <u>Provisional Licence</u>
----------------------	---------------------------	-------------------------------------

Was incident captured on CCTV? Yes ☒ No ☐ Maybe ☐Were emergency services called? Yes No ☐ Fire ☐ Police ☐ Ambulance ☒

Police Officers attending:

Name: \_\_\_\_\_ Name P.C Harrison

Number: \_\_\_\_\_ Number: \_\_\_\_\_

## Witnesses:

1. Name (Customer / Staff): \_\_\_\_\_ 1. Name (Customer / Staff): \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Manager's Comments (if applicable):