

**Protecting Children From Harm – Example Risk Assessment for Licensees**

**Risk Assessment Tool**

Under the Licensing Act 2003 and Gambling Act 2005 licensees and their operators have a legal responsibility to safeguard children and other vulnerable persons from being harmed or exploited. When doing a risk assessment, you should consider ALL children under the age of 18, who have may have access to the premises including children who live, socialise, work or perform at the premises.

To complete the risk assessment, think about what activities take place at your premises and what risks there might be to children and young people. Enter the risks the left-hand column and record how each risk will be managed in the right-hand column. (See the example below). Please make sure that staff are trained to be aware of the risks and how they should respond if a safeguarding issue arises.

**The following risk assessment outlines good practice and things to consider if children are allowed at your premises, please edit this to fit with working practices at your premises.**

**This risk assessment must consider ALL children under the age of 18, who have may have access to the premises including children as customers, employees, residents, friends/relatives or other children who access the premises.**

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| **RISK** | **How the risk will be managed** | **Comments** |
| Children purchasing or consuming alcohol or other people buying it for them (proxy purchase) | * **Display signs throughout the premises and at points of sale, in plain language to highlight the law in relation to children and alcohol**
* Ensure all staff are aware of the law and that they are proactively operating the Challenge 21/25 or other recognized proof of age scheme
* Display signage to notify the public that the premises operates a Proof of Age scheme
* Staff to wear badges to indicate that they must ask for proof of age
* Train staff to manage confrontation
* Use CCTV or other methods to monitor the outside the premises, to ensure that children are not purchasing by proxy
* Staff to monitor and patrol for proxy sales/ underage drinking
* Refusal log kept and checked by manager
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| Could your staff /entertainers / volunteers at the premises pose a threat to children – could their role bring them in proximity to children or allow them to behave inappropriately without raising suspicion? | * Use safe recruitment practices: check the identity of job applicants; always request references in writing and confirm written references with the referee by telephone to ensure they are authentic; obtain a Criminal Records Bureau check and clearance prior to appointment
* Layout of children’s entertainment/activity areas to be designed for transparency /supervision /monitoring
* Designated area for children/families
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| Staff lacking awareness of safeguarding issues | * Appoint an identified person (e.g. Manager or Designated Premises Supervisor) who will train and advise staff how to identify and manage safeguarding issues.
* Ensure that staff are aware of policy and the conditions attached to the licence
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| Children not adequately supervised by a responsible adult | * If the adults accompanying children are responsible for their supervision at all times- display signage to say so.
* Take action to address adults who fail to behave responsibly (refuse to serve adults who are intoxicated or incapable of supervising adequately; ask them to remain with their child(ren) at all times.)
* Wherever possible, children should not be permitted to go to the toilets unaccompanied or to play outside unsupervised.
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| Children being exposed to risk because they have been removed (or removed themselves) from the appropriate area of the premises/event | * Restrict or prohibit children’s access to the premises or parts of the premises
* Staff should be vigilant and report suspicious behaviour
* Ensure that signage is clearly displayed to identify areas where children’s access is prohibited or restricted and to indicate a family friendly environment
* Monitor/patrol the premises regularly
* Operate restrictions that require children to be accompanied by an adult
* Display signage to remind adults of their responsibilities
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| Children exposed to inappropriate adult environments (eg premises where adult entertainment such as ‘blue’ comedians; entertainers using strong or offensive language; sexualized entertainment; or material with violent/aggressive content.  | * Prohibit children’s access to the premises; or restrict access to specific areas during times when unsuitable entertainment/activity is taking place.
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| Children exposed to unsuitable viewing material | * Ensure that television display screens are suitably separate from children’s areas; e.g. screened off so that children cannot see/sound-proofed so they are unable hear unsuitable material.
* If films are exhibited, the classification restrictions relating to the film as set out by the British Board of Film Classification (BBFC) should be clearly displayed and admission rules strictly enforced. If the film has not been given a BBFC classification the admission of children to the exhibition of any film must be restricted in accordance with any recommendation given by the Licensing Authority.
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| Children gaining admission to adult orientated premises/events | * Ensure that staff are trained and vigilant and that they screen rigorously for under age admission; staff to request proof of age and accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS Accreditation System)
* Operate Challenge 21/25 scheme.
* Keep a refusals book
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| Premises or Events that of a style/character known to attract irresponsible adults (eg adults who become intoxicated/ are involved with substance misuse / known to groom or pimp/ adults who become violent (including football/sporting events or live/sub culture music events that are associated with substance misuse (drugs/alcohol) | * Use CCTV to monitor activity at the premises/event and be vigilant of suspicious or unsuitable behaviour
* Restrict or prohibit access to children
* Operate Challenge 21
* Door staff/security staff to be briefed of the risks, be vigilant and train staff take necessary action to remove risks to children
* Impose sanctions (ban, suspension of membership) on irresponsible individuals
* Designate family areas (eg away from the bar)
* Apply restrictions so that children do not remain at the premises at certain times (eg restrict the hours prior to or following a football match; ensure they do not remain unaccompanied after a certain time)
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| Use of Childrens highchairs and provision of changing facilities/ hot food.  | * Where hot food is delivered to the table, employees will ensure that this is not placed directly in front of children who may burn or scald themselves. Food should be offered to the adult and placed out of reach of any child.
* A separate children's menu is offered. Meals ordered from this menu will not be served on a heated plate.
* High chairs with restraining straps will be provided for children.
* High chairs will be checked regularly by duty managers, with any defective chairs removed from the customer area and marked as 'Broken - do not use'. It remains customers' responsibility to place a child in the chair and fasten straps.
* The company will provide child-changing facilities. A sanitary bin will be provided for nappy disposal. The changing facilities will be checked regularly to ensure that they are clean and safe to use. Where concerns are noted, changing facilities will be removed from use and marked as 'Broken - do not use', until the identified issue is fully resolved.
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| Children illegally or inappropriately employed | * Ensure management/staff are familiar with employment laws/local by-laws in relation to the employment of children and that work permits are obtained as necessary
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This risk assessment was completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

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 Print Name

Role at the Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*eg DPS, Manager,)*

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Date Assessment was Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_