

**SAFEGUARDING CHILDREN & THE LICENSING ACT 2003  
RISK ASSESSMENT EXERCISE FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

**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.**

<b>RISK</b>	<b>How the risk will be managed</b>
<p>Alcohol is on sale – risk of underage drinking; risk of proxy sales; risk of inappropriate behaviour if adults are drinking.</p>	<p>Operate challenge 25 including a refusal log. Manager to regularly check the refusals log. Make sure staff are trained. Keep staff training records that are signed and dated. Put signage in place. Staff to regularly patrol the premises to check for proxy purchase and dangerous/inappropriate behaviour. Signage in place about the law and proxy sales.</p>
<p>Customers are of mixed age groups and children often play in the outside area or wander about the premises</p> <ul style="list-style-type: none"> <li>- Risk of adults failing to supervise their children</li> <li>- risk of child sexual exploitation</li> <li>- risk of accidental harm to the child</li> <li>- risk of child being exposed to criminal, dangerous or inappropriate adult behaviour</li> </ul>	<p>Make sure children are always accompanied and supervised by a responsible adult. Display and enforce the Children’s Charter or similar signage Staff trained to be aware of customer activity Regular patrols / CCTV monitoring Only staff who are qualified/suitably vetted will have one to one supervision or responsibility for a child Restrict access to a designated family area<sup>1</sup> Zero tolerance to drugs policy will be enforced and signage displayed</p>
<p>Your premises attracts unaccompanied young people</p> <ul style="list-style-type: none"> <li>- risk of a vulnerable young person being in difficulty at your premises (for example intoxicated or otherwise distressed)</li> <li>- risk of inappropriate relationship developing/grooming between a young person and staff</li> <li>- risk of adults bringing young people to your premises as part of grooming or child sexual exploitation</li> </ul>	<p>Follow the protocol/policy for responding to vulnerable young people at your premises (please specify what this is or attach a copy to the risk assessment for reference) Monitor activity using CCTV/regular patrols Report individuals of concern to the Police or ‘Crimestoppers’ (for anonymity) and make CCTV recordings available. Staff will be trained to identify and respond to child sexual exploitation concerns.</p>

<sup>1</sup> Please consult with the Health Protection Service if you need advice about designating a suitable family area

**WHAT TYPE OF PREMISES DO YOU WORK AT?** \_\_\_\_\_

*(Eg Pub, off licence, shop, night club, social club, sports stadium, sports bar, hotel, community hall, department store, park, outdoor event, school, hotel)*

**WHAT TYPE OF ACTIVITIES TAKE PLACE AT THE PREMISES AND WHO IS YOUR CUSTOMER BASE?**

*(Eg are there sports sessions, play areas, do people come to shop, drink? Are customers all over 18? Are there educational lessons there? Any live entertainment? Do you hold children's parties or events eg birthdays, Christmas, or Under 18's events?) Do you employ or allow under 18's to help out? Do people bring cameras/mobile phones to your premises? Are there overnight facilities? Do you host private parties? Do you issue guest or VIP passes? Are there unaccompanied children or young people at your premises?*

---

---

---

---

---

<b>RISK</b>	<b>How the risk will be managed by the premises</b>




**NAME OF PERSON COMPLETING THE RISK ASSESSMENT** \_\_\_\_\_

**ROLE (EG DESIGNATED PREMISES SUPERVISOR, LICENCE HOLDER, MANAGER ETC)** \_\_\_\_\_

**DATE COMPLETED** \_\_\_\_\_

**DATE STAFF TRAINED** \_\_\_\_\_

25/07/2012