

Dispersal Policy (Engine Rooms Entry & Egress)

POL011

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Version: 1.0
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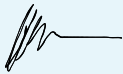
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Reviewer Signature



Venue Manager Signature



Document Change History

Version	Change History
1.0	Creation of document.

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1. Introduction

This policy has been created to specify the dispersal plan for “Engine Rooms” live music venue in Southampton, Hampshire. This dispersal plan outlines the method of working and is designed to ensure that customers inside the venue towards the end of the venue’s opening hours, are dispersed in according with the 4 national licensing objectives for effective dispersal, these are:

1. Prevention of crime and disorder
2. Promotion of public safety
3. Prevention of a public nuisance
4. Protection of children from harm

2. What is a dispersal plan?

This document is designed to ensure that we have a structured plan for promoting and upholding licensing objectives by using a well communicated, and logical approach to winding down the activities taking place in the venue.

3. Policy Scope

This policy applies to all security officers working with “Regional Safety Group Ltd” on behalf of “Engine Rooms Southampton”. The policy must be read and acknowledged my means of a signature at the foot of the document.

4. Plan Objectives

The objectives of our plan are as follows:

1. To ensure we retain control of the venue, throughout the time alcohol becomes a major influencing factor in people’s behaviour.
2. To provide a guide to all staff regarding activities and actions towards the end of the operational period.
3. To end the evening with zero incidents.
4. To disperse the guests without incident or complaint.

Most incidents occur in licensed premises toward the end of the event or operational period. This is due to the accumulative effect of alcohol and the emotions created throughout the event.

Therefore, if we implement a planned “wind down” and dispersal process, we are more likely to remain incident free.

5. Plan Particulars

5.1 60 Minutes prior to opening

- Barriers and search area to be set up for queue management
- Waste bins to be positioned within estate limits to prevent waste being left roadside
- 4x Stewards to be positioned within industrial estate limits (up to and including “West Quay Road” slip lane) to guide patrons towards managed queuing system and prevent any disruption to all neighbouring businesses. (NFC tags to be used to record duties).

5.2 30 Minutes prior to opening

- SIA Head Door Supervisor to take position and maintain que management (Including the prevention of patrons consuming own alcohol prior to venue entry).
- 4x Stewards/Cleaners to carry out industrial estate walk through and clear any/all general waste items left by attending patrons. (NFC tags to be used to record duties).
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5.3 Opening of doors

- SIA Door Supervisors take dedicated position, ready for entry process.

5.4 30 Minutes prior to event ending

- Relocate dedicated SIA dispersal team ready for egress (Hi-Vis to be worn).
 - Smoking area
 - Main door
 - Roadside
 - Neighbouring premises

5.5 End of event

- Security team to encourage patrons to finish drinks and make way towards exit.

5.6 15 Minutes after event ending

- SIA Dispersal Team to carry out industrial estate walk through (up to and including W Quay Rd SLIPROAD) checking all patron’s welfare, public safety, and all neighbouring premises. (NFC tags to be used to record duties).
- 2x Cleaners to carry out industrial estate walk through (up to and including W Quay Rd SLIPROAD) to clear any/all general waste items left by attending patrons. (NFC tags to be used to record duties).

5.7 30 Minutes after event ending

- SIA Dispersal Team to carry out industrial estate walk through (up to and including W Quay Rd SLIPROAD) checking all patron’s welfare, public safety, and all neighbouring premises.
- 2x Cleaners to carry out industrial estate walk through (up to and including W Quay Rd SLIPROAD) to clear any/all general waste items left by attending patrons.
- Final venue and W/C checks (NFC tags to be used to record duties).

6. Staff acknowledgement

By signing below, I agree that I have read this document in its entirety, and that I fully understand the scope of the policy, the particulars outlined above, and I am now familiar with the dispersal process.

Signee Name

Signature

Signature Date
