

CITY OF  
WOLVERHAMPTON  
COUNCIL

Licensing Services, 2<sup>nd</sup> Floor, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1SH

**Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / we Mohammed Khalil Ali

*(full name(s) of premises licence holder)*

**being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003**

**Premises licence number**

20/22712/PRE

**Part 1 – Premises details**

**Postal address of premises or, if none, ordnance survey map reference or description**

The Pendulum,  
Blaydon Road,  
Pendeford

**Post town**

Wolverhampton

**Post code (if known)**

WV9 5NP

**Telephone number (if any)**

**Description of premises (please read guidance note 1)**

Public House

and any premises licence to be granted or varied in respect of this application made by

Mohammed Khalil Ali

*[name of applicant]*

concerning the supply of alcohol at

The Pendulum, Blaydon Road, Pendeford, Wolverhampton, WV9 5NP

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

PER3798

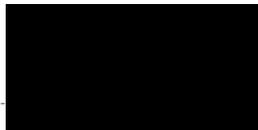
*[insert personal licence number, if any]*

Personal licence issuing authority

City of Wolverhampton Council

*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

Kushwant Kaur

Date

09 June 2022

CITY OF  
WOLVERHAMPTON  
COUNCIL

Licensing Services, 2<sup>nd</sup> Floor, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1SH  
Consent of individual to being specified as premises supervisor

I Kushwant Kaur  
*[full name of prospective premises supervisor]*

of



*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

a variation of a Premise's Licence  
*[type of application]*

by

Mohammed Khalil Ali  
*[name of applicant]*

relating to a premises licence 20/22712/Pre  
*[number of existing licence, if any]*

for The Pendulum, Blayford Road, Pendeford, Wolverhampton, WV9 5NP

*[name and address of premises to which the application relates]*

**Part 2**

**Full name of proposed designated premises supervisor**

Kushwant Kaur

**Nationality**

British

**Place of birth**

[REDACTED]

**Date of birth**

[REDACTED]

**Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)**

PER 3798

**Full name of existing designated premises supervisor (if any)**

Mohammed Khalil Ali

**Please tick yes**

I would like this application to have immediate effect under section 38 of the Licensing Act 2003

I have enclosed the premises licence or relevant part of it

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

**Reasons why I have failed to enclose the premises licence or relevant part of it**

[REDACTED]

**Please tick yes**

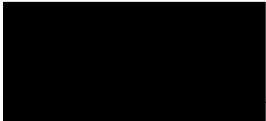
- I have made or enclosed payment of the fee
- I will give a copy of this application to the chief officer of police
- I have enclosed the consent form completed by the proposed premises supervisor
- I have enclosed the premises licence, or relevant part of it or explanation
- I will notify the existing premises supervisor, if any
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971] FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

**Part 3 – Signatures** (please read guidance note 2)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 3). If signing on behalf of the applicant please state in what capacity.

Signature 

Date 09 June 2022

Capacity Premises Licence Holder

**For joint applicants signature of 2<sup>nd</sup> applicant 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

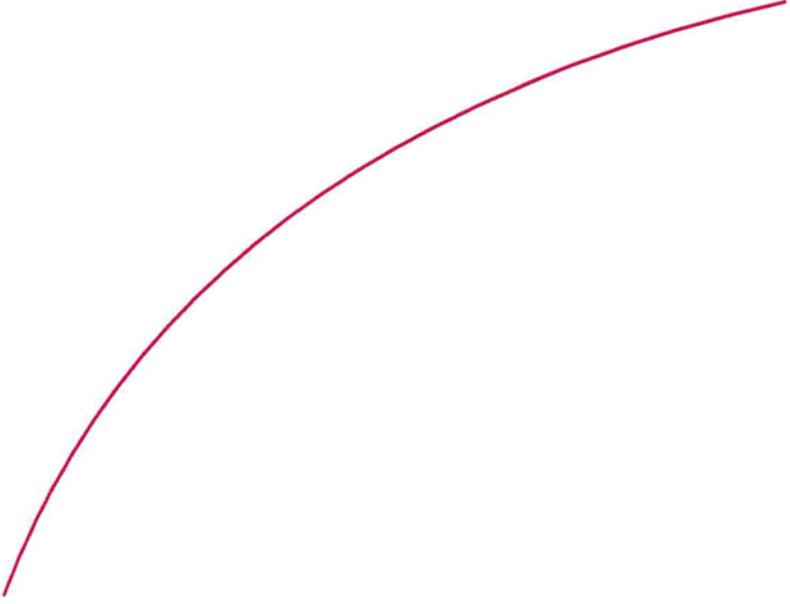
<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 5)	
Mohammed Khalil Ali, The Pendulum, Blayford Road, Pendeford	
<b>Post town</b> Wolverhampton	<b>Post Code</b> CV9 5NP

Telephone number (if any)

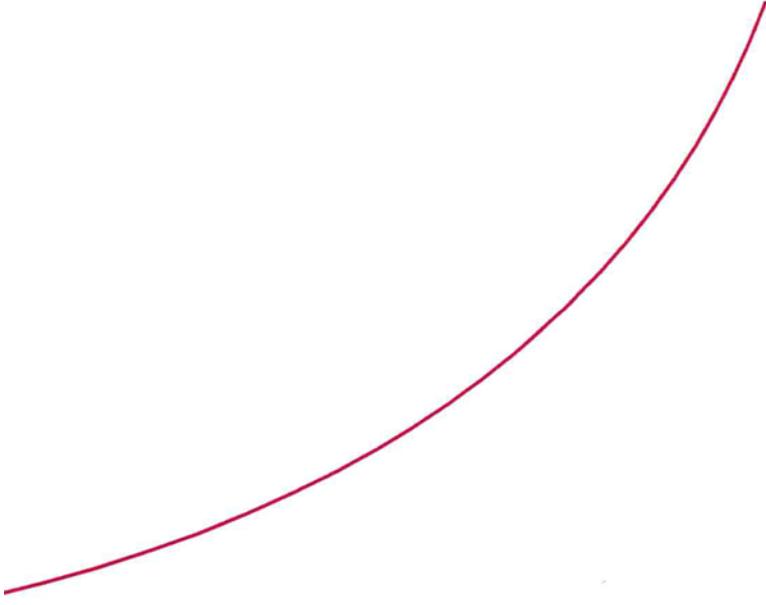
If you would prefer us to correspond with you by e-mail your e-mail address (optional)

#### Guidance notes

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.



# **Employee Safety Handbook**



## EMPLOYEE SAFETY HANDBOOK

This handbook has been prepared to provide you with information about our Health and Safety Policy, procedures and arrangements. It also includes information about your duties as an employee and will help you to understand health and safety issues which affect you at work.

### WHAT THE LAW REQUIRES

As an employer we must prepare a written health and safety policy statement explaining how we intend to protect the health and safety at work of our employees and anyone else who might be affected by our work activities. Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment. They also meet a requirement to identify the duties and responsibilities for employees with responsibilities for managing health and safety in our workplace.

We also have a responsibility and duty to ensure that you are:

- aware of and understand our Health and Safety General Policy;
- aware of and understand the health and safety rules relating to your work;
- provided with adequate information, instruction, training and supervision;
- made aware of the significant risks associated with your work activities and how they may affect others;
- provided with Safe Systems of Work; and
- provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

We ask you to acknowledge that you have read and understood the rules set out in this handbook, that you will obey them and any other rules or changes that are drawn to your attention. We will also provide, as appropriate, additional documents, training and instruction to help you to carry out your work safely and without risk to your health.

## Health and Safety General Policy Statement

Pendulum Pub recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through:

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and

- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

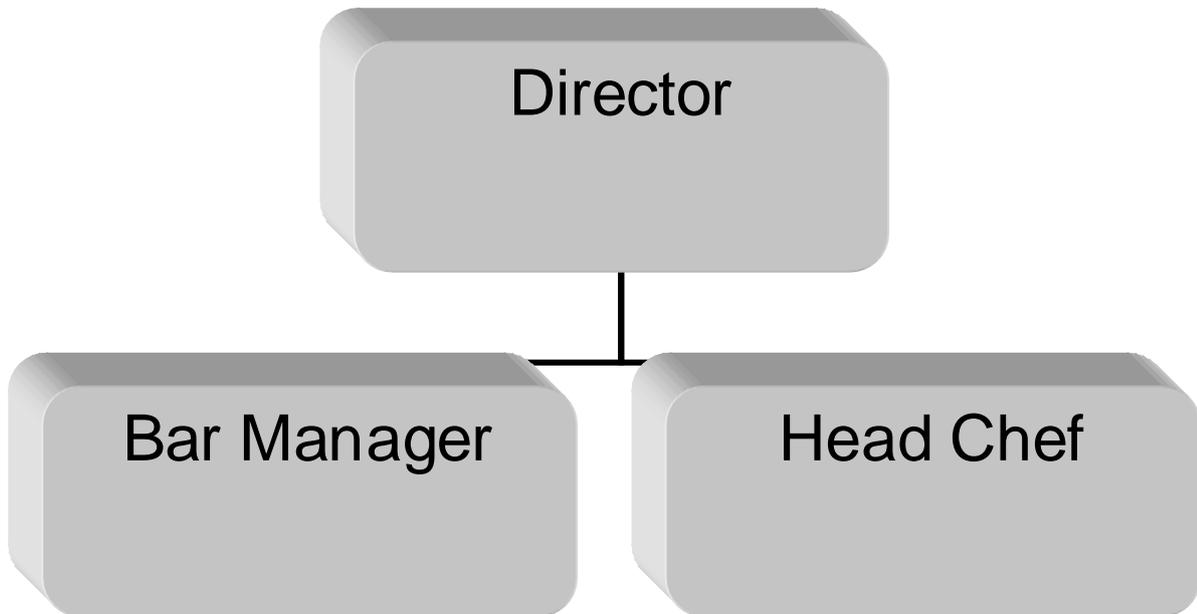
To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

In support of this policy we have prepared a responsibility chart and specific arrangements.

[A signed and dated copy of this policy is available from your manager by request.]

## HEALTH AND SAFETY ORGANISATION

In support of our Health and Safety Policy the Director identified key personnel for its implementation and allocated specific responsibilities as set out here and in the following pages.



## RESPONSIBILITIES

Responsibilities are allocated to key management personnel as below.

### Key

D - Director

BM - Bar Manager

HC - Head Chef

<b>SAFETY ARRANGEMENTS</b>	D	BM	HC
Managing Safety & Health at Work	✓	✓	✓
Accident, Incident, Ill Health Reporting and Investigation		✓	
Risk Assessment and Hazard Reporting	✓	✓	✓
Occupational Health and Health Surveillance		✓	
Substance & Alcohol Abuse		✓	
Purchasing	✓	✓	✓
New and Expectant Mothers		✓	
Employing Children & Young Persons		✓	
Lone Working		✓	
Health & Safety Training		✓	
Health & Safety of Visitors		✓	
Personal Protective Equipment		✓	✓
Employing Agency and Temporary Staff		✓	✓
Safe Systems of Work		✓	✓
Action on Enforcing Authority Reports	✓		
Equality and Disability Discrimination Compliance		✓	
H&S Information for Employees		✓	✓
Fire Safety - Arrangements and Procedures	✓	✓	✓
First Aid		✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓	
Housekeeping and Cleaning		✓	✓
Pest Control		✓	✓
The Control of Hazardous & Non Hazardous Waste		✓	✓
Access, Egress, Stairs & Floors		✓	
Workplace Signs		✓	
Working in the Open Air. Working in the Sun		✓	

<b>SAFETY ARRANGEMENTS</b>	<b>D</b>	<b>BM</b>	<b>HC</b>
Water Temperature Control			✓
Premises	✓	✓	
Teagle Openings & Similar Doorways		✓	
Electrical Safety		✓	
The Provision, Use & Maintenance of Work Equipment		✓	✓
Hand Tools			✓
Office Equipment		✓	
Storage of Chemical Substances & Agents		✓	✓
Control of Flammable Liquids		✓	✓
Slips, Trips & Falls		✓	✓
The Provision & Use of Machinery		✓	✓
The Safe Use of Machinery		✓	✓
Work at Height		✓	
Access Equipment		✓	
Safety in Food Preparation Environments		✓	✓
Infection Control		✓	✓
Manual Handling		✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	
Legionella Control		✓	
Radon		✓	
Asbestos at Work		✓	
Stress in the Workplace		✓	
Aggression & Violence in the Workplace		✓	✓
Flour Dust in Bakeries		✓	✓
Dermatitis		✓	✓
Coin Operated Amusement Devices		✓	

## KEY HEALTH AND SAFETY RESPONSIBILITIES

### Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and anyone else (visitors, contractors, etc) who might be affected by their business activity.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel as shown on the previous page.

In addition, we have a health and safety management system that includes:

- our Health and Safety Policy;
- safety responsibilities for key personnel;
- safety arrangements to deal with health and safety issues in our workplace;
- risk assessments;
- procedures to deal with emergencies;
- employee safety rules; and
- additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other health and safety information provided to employees includes:

- the official Health and Safety Law poster;
- a current Employer's Liability Insurance Certificate;
- health and safety booklets and information sheets;
- information about significant findings from risk assessments and action to be taken; and
- information relating to Safe Systems of Work and work procedures.

## **EMPLOYEES' LEGAL RESPONSIBILITIES**

All employees have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions, procedures or Safe Systems of Work given to you by managers and supervisors. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

Remember that these are statutory duties. The Enforcing Authorities can prosecute individual employees who fail to comply. Prosecution can result in heavy penalties - fines and or imprisonment.

## **SAFETY RULES**

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

### **Accident Procedures**

All work related injuries, however minor, must be reported to management and recorded in the Accident Book.

Report all accidents, incidents, near misses and dangerous occurrences

to management immediately.

Report all instances of damage to any property or articles to management immediately.

### **Working Practices**

Do not operate any equipment or use hazardous substances unless you have been trained and authorised.

Use all work equipment in accordance with your training and instruction.

Report any fault, damage, defect or malfunction in any equipment to management immediately or, if this is not possible, as soon as reasonably practicable.

Do not repair any work equipment unless you have been trained and authorised.

When cleaning work equipment you must use the correct procedure as instructed.

Work equipment must not be left switched on without someone in control of it.

If under 18 years old you must not operate or clean dangerous machinery without direct supervision and instruction.

Use all hazardous substances in accordance with written assessments and instructions.

Always follow our Drugs and Alcohol Policy.

Carry out manual handling tasks as instructed and according to your training.

You must comply with all of our safe working procedures.

When at work you must always wear suitable footwear.

### **Working Conditions and Working Environment**

Always use the correct tools provided for your work.

Clear up spillages as soon as possible, clean as you go. If the spillage is of a hazardous substance report it to a manager.

All hazardous waste must be disposed of in a safe and approved manner.

Do not allow hazardous substances to enter drains or sewers.

Keep floors and other work areas free from obstruction and all other areas clean and tidy. Clean as you go.

Dispose of all rubbish and waste materials as instructed.

Disinfection procedures must be followed as instructed.

You must report any hazardous conditions to management.

### **Fire Precautions**

You must report any use of fire fighting equipment to management.

Do not attempt to fight fires unless you have been trained how to do so.

You must comply with all established emergency procedures.

You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.

You must not interfere with or misuse any fire equipment provided.

Fire doors should be kept closed at all times, unless fitted with an automatic release device.

### **Hygiene**

You must maintain high standards of personal hygiene at all times when at work.

You must protect all open wounds with a suitable dressing, whilst at work.

You must not consume food or drinks in a place where it may become contaminated.

You are expected to use and treat the toilets, washing and welfare facilities with care and respect, keeping them clean and tidy so that the risk of contamination and cross-infection are minimised.

### **Health**

You must report to management any medical condition, symptoms or use of medication which could affect your safety or the safety of others.

Failure to do so could result in disciplinary action.

You must cooperate with our health surveillance provisions.

You must inform management, as soon as possible, if you are pregnant.

You must report to management any instances of illness that could compromise food hygiene and / or other people's wellbeing. This includes;

- Diarrhoea, sickness (vomiting) and other stomach disorders
- Any discharge from the eyes, ears or nose or a sore throat
- Any septic skin condition such as sores, boils, septic cuts etc.
- Any other infection.

You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.

You must not attend work under the influence of either alcohol or illegal drugs.

### **Hazard Warning Signs, Signals and Notices**

You must comply with all workplace warning signs, signals and notices displayed.

### **Protective Clothing and Equipment**

You are required to use all personal protective equipment as instructed.

You must not damage or misuse personal protective equipment.

After use personal protective equipment must be properly cleaned and stored correctly.

You must inform management of any personal protective equipment defects or loss.

### **Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- Interference with or misuse of any equipment for use at work, such that it may cause harm.

## **HAZARD REPORTING**

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form at the back of this handbook, put it in an envelope and place it in the mail box.

Should you need additional Hazard Log forms or would rather not use the one in this booklet you can get additional copies by asking your line manager.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

## **CONSULTATION**

To promote your involvement in the health and safety of the organisation we provide various formal opportunities for employee consultation. Between those opportunities you should raise any general concerns about health and safety at work with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;
- workplace hazards;
- emergency procedures;
- new working practices and new work equipment; and
- workplace welfare issues.

## **OCCUPATIONAL HEALTH**

Hazards that have the potential to harm your health, or anyone connected with our business, are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of Occupational Health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be informed of any requirement for your involvement in this health monitoring.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by medical qualified assessors will always be confidential.

### **RISK ASSESSMENTS**

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- the significant hazards that employees may be exposed to;
- who could be harmed and how;
- the likelihood of someone being harmed by the hazard;
- existing control measures;
- what (if any) further actions are required; and
- appropriate Safe Systems of Work and necessary training.

For further information on risk assessment and to view those relevant to your work you should speak to your supervisor or manager.

## **GENERAL SAFETY RULES**

**Applicable to all Employees, Visitors and Contractors**

- 1. Obey all rules, signs and instructions.**
- 2. Attend for health and safety training or induction as instructed.**
- 3. If you have not been trained to carry out a work activity do not attempt the work.**
- 4. Ensure that all equipment used is in a safe condition.**
- 5. Wear Personal Protective Equipment as specified.**
- 6. Do not enter any areas for which you are unauthorised.**
- 7. All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident.**
- 8. Smoking, including e-cigarettes, is not permitted in the workplace.**
- 9. Maintain good housekeeping at all times.**
- 10. Pedestrian and vehicle traffic routes must be kept clear at all times.**

# Pendulum Pub

## HAZARD REPORTING FORM

Form HR

Use this form to report workplace hazards unsafe working conditions or practices that you are not able to correct for yourself or are not within your area of responsibility.

If you have a suggested solution or remedy please let us know about it.



The business would prefer that you hand this completed form to a line manager so that the issues can be explained to them but you do not have to do that. You can simply leave it in the mail box.

If you need additional copies of this form or would rather not use the one from this booklet you can get additional copies by asking your line manager.

If you wish to remain anonymous there is no need to give your name. All hazards reported, including anonymous reports, will be taken seriously.

Report date: .....

Hazard location: .....

Hazard description: ...

Suggested solution: ...

What is your name? ...  
(not compulsory)

.....  
*For employer's use*

Action identified as necessary:

Action allocated to: .....

Target date for completion: ...

Employers should copy basic details of this hazard report to form HL, Hazard Log, which will act as a running record and give an oversight of all hazards reported.



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## Pendulum Pub

### EMPLOYEE CONFIRMATION OF RECEIPT AND CONTENT OF EMPLOYEE SAFETY HANDBOOK

*Please read the notes below, then sign and date this form*



#### Part 1

Pendulum Pub has prepared a Health and Safety Policy. This form is to let you know that the sections of the Policy affecting you, as an employee, are contained in the Employee Safety Handbook.

Should you wish to see the complete Health and Safety Policy this can be arranged; ask your line manager. They will arrange for it to be made available.

Please read the Employee Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then sign and read the declaration at Part 2.

#### Part 2

I have read the Employee Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Employee signature: .....

Date: .....

Name: .....

Department: .....

**Note:** By law employers have to make available to employees relevant information about their health and safety policies, procedures and safe working systems. The same legislation requires employees to follow safety rules, procedures and instructions set by their employer and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and this will be recorded by your manager.





# this is to certify that kingswinford **fire** protection

Has on this day maintained and inspected the fire extinguishers at your premises, and they have been serviced in accordance with British Standards BS5306: Part 3 and BAFE SP101

Customer

*The Pendulum Pub*

Address

*Blaydon Road, Wolverhampton, WV9 5NP*

Date of Issue

*17-6-22*

Signed

on behalf of Kingswinford Fire Protection

Certificate Number

*004*

**kingswinford**fireprotection  
**Extinguishers • Alarms • Fire Risk Assessments**



To confirm the validity of the gas operation please contact Gas Safe Register on Tel: 0800 408 1100

Serial No:  
CP17129008

## GAS INSTALLATION SAFETY REPORT (NON-DOMESTIC)



Registered Business: MASTER GAS MAINTENANCE LTD Registration No: 191784  
 Address: [REDACTED] Operative Licence No: [REDACTED]  
 Postcode: [REDACTED] Date: 19.05.2022  
 Tel No: [REDACTED] Print Name: [REDACTED]  
 Position Held: GAS OPERATIVE

Job Address: Client Details (if different):  
 Name: PENDULUM Name: \_\_\_\_\_  
 Address: BLAYDON ROAD Address: \_\_\_\_\_  
WOLVERHAMPTON  
 Postcode: WV9 5NP Tel No: 01902787779  
 Received by (signature): [REDACTED] HS Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

### APPLIANCE DETAILS

Appliance type	Location	Make	Model	Flue type (OF/RS/FL)
1 <u>TANDOOR OVEN</u>	<u>KITCHEN</u>	<u>SHAAH</u>	<u>A-NG</u>	<u>FL</u>
2 <u>COOKER</u>	<u>KITCHEN</u>	<u>FALCON</u>	<u>G310</u>	<u>FL</u>
3				
4				

### INSPECTION DETAILS

Operating pressure or heat input (mbar, kW or BTU/h)	Combustion analyser reading (if applicable)	Safety device(s) correct operation (Yes/No/NA)	Ventilation provision satisfactory (Yes/No)	Visual condition of chimney and termination satisfactory (Yes/No/NA)	Flue performance checks (Pass/Fail/NA)	Appliance safe to use (Yes/No)
1 <u>14kw</u>	<u>79PPM</u>	<u>YES</u>	<u>YES</u>	<u>NA</u>	<u>NA</u>	<u>YES</u>
2 <u>38.9kw</u>	<u>74PPM</u>	<u>YES</u>	<u>YES</u>	<u>NA</u>	<u>NA</u>	<u>YES</u>
3						
4						

**Meter Installation** Yes/No

Is the meter installation accessible? YES  
 Is the meter adequately supported? YES  
 Is the emergency control valve:  
 a. accessible? YES  
 b. fitted with a handle? YES  
 c. labeled with direction of operation? YES  
 d. complete with emergency notice? YES  
 Is the meter room/compartment/housing adequately ventilated? YES  
 Is the meter room/compartment/housing secure? YES  
 Is the meter room/compartment/housing clear of combustibles etc? YES

**Details of work carried out**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of remedial work required**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Isolation Pipework** Yes/No

Is the installation line diagram fixed near to the primary meter? YES  
 Is the gas installation line diagram current/up-to-date? YES  
 Are adequate emergency/isolation valves fitted? YES  
 Are emergency/isolation valve handles in place and suitably labelled? YES  
 Is the pipework adequately supported? YES  
 Is the pipework where located in ducts, adequately ventilated? YES  
 Is the pipework colour coded/identified? YES  
 Is the installation electrically bonded? YES  
 Is the pipework suitably sleeved and sealed, as appropriate? YES  
 Is a strength/tightness test been carried out? YES

**Safety Information** Yes/No

Has a Warning Notice been raised? NO  
 Have warning labels been attached? NO  
 Has responsible person been advised? NO

**DECLARATION OF GAS SAFETY**

I confirm that all of the work described on this form has been satisfactorily completed in accordance with the current Gas Safety (Installation and Use) Regulations, Standards and Procedures.

Gas operative's signature: [REDACTED]

Separate Gas Testing and Purging Certificate (Non-Domestic)

Separate Warning Notice

Key: Top Copy - Responsible person. Bottom Copy - Gas Operative

To re-order quote Ref. CP17

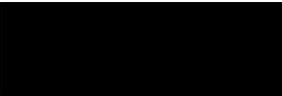
Gas Safe Register is a registered trade mark of the HSE and is used under licence.

Issue date: 16 May 2022

Simply Business certifies that the information for The Pendulum shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	The Pendulum
Policy number	MHGS3120458XB
Trade/Business	Public Houses / Restaurant - Licensed
Public liability	up to £2,000,000
Product liability	up to £2,000,000
Employers liability	up to £10,000,000
Policy start date	21 May 2022
Policy end date	20 May 2023



David Summers  
*Group CEO, Simply Business*

Intranet Demonstration

Location: EXAMPLE

<b>Title :</b> Violence and Aggression	<b>Date of Assessment :</b> 17/09/2018	<b>Risk Assessor :</b>
<b>Risk Assessment Reference :</b> GEN300	<b>People involved in making this assessment :</b> K Kaur	
<b>Task/ Process :</b> Serving, dealing with customers	<b>People at Risk :</b> Employees, Members of the Public	

**Hazard : Violence, threatening behaviour** Employees may be subject to threatened or actual violence or aggressive behaviours in the course of their work and suffer injury and or stress.

**Control Measures:**

1. We do not tolerate any instance of work-related violence, including verbal abuse, to our staff.
2. All staff have received specific training and instruction in managing abusive and threatening customers and in avoiding conflict. This training given at induction, ad hic briefing sessions and at formal annual refresher training.
3. No member of staff is blamed for an instance of work-related violence caused by a customer or member of the public. All such incidents are investigated and analysed so that lessons can be learned and shared among staff.
4. Managers are trained and instructed to treat reports of violence and aggression seriously, to promptly respond to them, to record details and to share lessons learned with staff and other managers.
5. Managers training includes providing support to any member of staff involved in an incident and to others who may have witnessed the incident or been affected by it.
6. The Police are always involved where actual harm occurs and where the same person is regularly abusive or threatening to staff.
7. HD CCTV is used to monitor and survey the premises. Its presence is advertised and cameras are prominent.
8. At busy times .....(detail). .....security staff are employed.
9. Relaxing background music is played to create a pleasant environment.
10. Cash management procedures in place to ensure that little cash is accessible and end of shift cashing-up procedures in place.
11. The premises are well lit, both at the entrance and inside. Counters have been fitted with panic alarms have been designed and sized to (include security devices and) make customer access to staff areas difficult.
12. Lone working does not take place.
13. We are members of a Watch Scheme and work with other local businesses to share information about known troublemakers and when they are present in the vicinity.

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 18/06/2022	<b>Reviewer :</b> K Kaur