

# Crime and Prevention Document

5 Hannington's Lane, Brighton, O'Donnell Moonshine

DPS:	Redacted Text
Contact:	Redacted Text

Risks	Mitigating measures	Record keeping	Responsible person for implementation
<b>Alcohol shoplifting</b>	<ul style="list-style-type: none"> <li>- CCTV covering shop &amp; entrance with staff training how to operate it</li> <li>- No alcohol on display in imminent proximity to exit &amp; till</li> <li>- All alcohol will be in sight line of the counter and always under surveillance of staff &amp; CCTV</li> <li>- Regular Verbal reinforcement towards staff to look out for suspicious shoplifting behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Min. 31 days storage</li> </ul>	<ul style="list-style-type: none"> <li>- DPS/authorized person</li> <li>- DPS to arrange original set-up/staff on shift</li>   <li>- Provided by DPS/authorized person</li> </ul>
<b>Anti-Social Behaviour (ASB) <u>on</u> premises</b>	<ul style="list-style-type: none"> <li>- CCTV in place to discourage ASB</li> <li>- Displaying a sign setting out 'behaviour rules' on site</li> <li>- Staff will be provided with a 'conflict training' to handle difficult situations on site</li> <li>- No alcohol will be served/sold to any intoxicated person and the appropriate training 'Refusing the sale of alcohol to a person who is drunk' will</li> </ul>	<ul style="list-style-type: none"> <li>- Min. 31 days storage</li>   <li>- Training records kept for inspections</li>   <li>- Training records kept for inspections</li> </ul>	<ul style="list-style-type: none"> <li>- DPS DPS/authorized person</li> <li>- Training provided by DPS/authorized person</li> <li>- Training provided by DPS/authorized person / Staff on shift</li>   <li>- Staff on site</li>   <li>- Staff on site</li> </ul>



<p><b>Underage Sales</b></p>	<ul style="list-style-type: none"> <li>- No under 18's will be allowed on site, unless they are accompanied by an adult over the age of 18.</li> <li>- 'Licensed Premise for over 18's only' signage on door.</li> <li>- Strict 'Challenge25' policy (only accept passport, driving license or EU ID Cards)</li> <li>- Display Challenge 25 sticker in prominent locations</li> <li>- Staff training of Alcohol licensing (refresher every 2 weeks)</li> <li>- List and authorization letters for all people trained to sell alcohol will be kept on site</li> <li>- No deliveries will take place from the premises</li> <li>- Incident logbook will record all attempts of underage sales</li> </ul>	<ul style="list-style-type: none"> <li>- Incidents of attempted underage sales will be recorded in incident log</li> <li>- Training records kept for inspection</li> <li>- List kept on site for inspection</li> <li>- Avail. on site for inspection kept for 24 months</li> </ul>	<ul style="list-style-type: none"> <li>- Staff on site</li> <li>- DPS/authorized person</li> <li>- Staff on site</li> <li>- DPS/authorized person</li> <li>- DPS/authorized person</li> <li>- DPS/authorized person</li> <li>- DPS/authorized person</li> <li>- Staff on site</li> </ul>
<p><b>Proxy Sales</b></p>	<ul style="list-style-type: none"> <li>- Verbal reinforcement to all staff to watch out for suspicious behaviour in front of shop relating to proxy sales (exchange of cash/IDs).</li> <li>- Refuse sale if suspicious of proxy sales.</li> </ul>	<ul style="list-style-type: none"> <li>- Recording in incident logbook if situation occurs</li> </ul>	<ul style="list-style-type: none"> <li>- DPS/authorized person</li> <li>- Staff on site</li> </ul>

Signature:

Print name: Redacted Text

Date: 14/09/2020

