

Women's Night-time Safety Charter – Risk Assessment

A safety policy and risk assessment

Manchester's night-time economy is working together to support venues in tackling a range of potential risks, such as women's safety, drink spiking, and potential sexual assaults in our venues. With help from our partners, this document has been produced to help and support venues to think about safety for everyone, but it particularly focuses on women and the safety of female staff who work in the night-time economy.

We hope this risk assessment tool will give you some practical tips on how to minimise any incidents, and advice on what to do if there is one at your venue.

Thinking about your venue

Any venue or organisation that brings people together at night has a duty of care to its staff and customers.

Risk assessment checklist

This guide and checklist should help you create a safer venue for your staff and customers; taking responsibility is not the same as accepting liability.

Select the answer which best applies to your venue.

Has a risk assessment on women's safety already been carried out at the venue?

Yes

No

Is it likely that customers/staff could experience harassment, assault or violence in the workplace?

If yes, review the results before completing this assessment.

Yes

No

Do you have CCTV in your venue?

Yes

No

Does CCTV cover all entry and exit points, enabling frontal identification of every person entering in any light condition?

Yes

No

Do cameras provide coverage of all internal public areas (except toilet areas) and external areas used by customers, eg. smoking/queuing areas?

Yes

No

How are areas not covered by CCTV or with low footfall effectively monitored?

Does all the lighting work inside and outside the venue?

Yes

No

Identify any potentially dark or quiet areas that may be vulnerable.

Are your toilets accessible and gender-neutral?

Yes

No

If yes, do you have the ability to monitor who is using the toilets? For instance, your venue may need toilet attendants, security patrols, or a camera to monitor people's safety.

Do you have a designated smoking area?

Yes

No

Do customers have to leave drinks unattended at any point to access the smoking area?
If so, what is the procedure for ensuring their drinks are safe?

Have you completed a medical needs assessment to ensure that appropriate first aid and medical equipment are available onsite?

Yes

No

Do you have a first aid kit onsite and do your staff know where it is kept?

Yes

No

Is your first aid kit up to date and regularly checked to ensure it is?

Yes

No

Incidents: sexual harassment and violence against staff and customers

Are staff and customers encouraged and supported to report all incidents, including intimidation and sexual harassment?

Yes

No

Do you have a defined sexual harassment policy for staff to report all incidents?

Yes

No

Do your staff and customers have information on your harassment-reporting policy?

Yes

No

Do all staff know how to make a report or respond to a report of sexual harassment?

Yes

No

Do you have a recording book or system in place that is routinely checked by management to record all reports of sexual harassment?

Yes

No

Do you have an appointed point of contact who has attended sexual harassment and assault training for each shift?

Yes

No

If something did happen in your venue, do you have a safe space for a victim, and if so, do all staff on shift know where it is?

Yes

No

Are there preventive measures in place to avoid or minimise the risk in your venue?

Things to consider include zero tolerance on harassment, responsible serving of drinks, staff trained to spot predatory behaviour, using the NITENET/Disc system, and communication and posters in the venue.

Yes

No

Is there anything else that can be done to avoid or minimise the risk?

As a last resort and if needed, are there panic buttons that work and, if so, are they quickly and reliably responded to?

Yes

No

If name badges are worn, are only forenames given?

Yes

No

Is there a policy and procedure for lone working for staff?

Yes

No

Are staff areas safe and members of the public unable to access them?

Yes

No

Are staff trained to diffuse violent or potentially violent situations?

Yes

No

Is counselling and support for the victims and witnesses of violence provided?

Yes

No

Drink spiking

Drink spiking refers to the act of adding drugs or alcohol to people's drinks to try and influence their behaviour.

Do you have policies and procedures in place to deal with drink spiking at your venue?

Yes

No

Are these in line with NTIA Night Time Industries Association – [Drink Spiking Venue Guide](#)?

Yes

No

Do you have a documented procedure of what action to take in the event of a reported spiking?

Yes

No

Are staff trained in this procedure before their employment?

Yes

No

Please watch out for the following things:

- People putting alcohol into a non-alcoholic drink
- Customers putting more alcohol into an alcoholic drink
- People slipping prescription or illegal drugs into a drink (such as benzodiazepines, amphetamines or GHB – also called liquid ecstasy).

Drink spiking with alcohol is one of the most common ways to spike drinks, by adding alcohol to a non-alcoholic drink, or adding extra alcohol (double/triple shots). Be alert to suspicious or unusual behaviour. Remove unattended glasses. Be aware of unusual requests, such as double/triple shots, or requests to add alcohol to another person's drink. Don't promote or sell alcohol in a way that encourages rapid consumption. If a person suspects their drink has been spiked with additional alcohol, act against the perpetrator and protect the victim.

What to do if there is a suspected incident of spiking

- Take details of the victim and the names and phone numbers of any witnesses. Advise the victim that drugs can leave the body in as little as 12 hours after consumption, so it is important to get tested as soon as possible.
- Find a safe space for the victim.
- Gather any evidence, such as glasses or drinks in suspected spiking cases.

- Record the incident in your reporting book/system.
- Ensure that you make the most senior person on shift aware of a suspected incident as soon as possible.
- If you have spiking kits, test the drink for the presence of drugs.
- Report the incident to the police. Make a note of the log number, and always listen to the wishes of the victim.
- Do not let the victim leave the venue alone or with anyone you are suspicious about. Ensure that they have a planned journey home and are accompanied by someone they know and trust.

When to call the police

If a crime is happening now or someone is in immediate danger, call 999 now.

If you have a hearing or speech impairment, use **Greater Manchester Police** **textphone service 18000** or **text us on 999**.

If you've pre-registered with the **emergencySMS service** use **RelayUk** to contact **999**.

Report the incident to the police via **101** or **999 online chat** as soon as possible.

If the victim doesn't wish to report it to the police, you must of course take their wishes into account and be mindful of who is making the request.

Always consider if it is in the best interests of the individual and if they have the capacity to agree to this request. You must not hold a victim against their wishes.

However, remember that the person affected is:

- Likely to be highly stressed and upset
- Embarrassed or ashamed and may be reluctant to prolong the experience.

Also reassure them that reporting an incident will not get them into any trouble, even if recreational drug use has taken place. If unsure, report any concerns to the police. Ensure that anyone offering to help is a friend and can be fully trusted. If in doubt, intervene.

Further information on spiking and support available

Spiking – Greater Manchester Police

Find out where you can get medical help, support and advice and how to report spiking.

Forensic evidence in rape and sexual assault – Greater Manchester Police

If the incident happened recently, it may be possible to collect forensic evidence that could help the case. But don't worry if it's already later than that. That doesn't mean it's too late to collect forensic evidence.

Help after rape and sexual assault – NHS

Thinking about transport – to and from the venue for staff

How staff leave the venue and travel home is something all employers should consider. It should be ensured that staff leave the venue or business without worry or concern for how they will travel home.

Do you arrange transport for your staff leaving work late at night?

Yes

No

Do your staff work alone late at night?

Yes

No

Do you have a policy for staff leaving work late at night?

Yes

No

Can staff have access to a personal safety alarm if they want one?

Yes

No

Do you have a 'buddy' system, so staff are never alone in the workplace?

Yes

No

Do your staff know about the free safety app *WalkSafe Manchester* and can download it for free and share their location with a trusted friend to help keep them safe?

Download *WalkSafe+* from the [App Store](#) or from [Google Play Store](#)

Yes

No

Do you have an arrangement with a local taxi firm to take staff home late at night?

Yes

No

Some local firms will offer company discounts for staff. There are a number of safety apps available. You and your staff can download the *WalkSafe+* app for FREE. (Find out more information [here](#)). This can help you make safer journeys across the city and region. There is also information on lone working from the [Suzy Lamplugh Trust](#).

Other things to think about in your venue:

- Ensuring that all staff are trained in the *NTIA Night Time Industries Association – Standards of Best Practice Drink Spiking resource*.
- Using [Ask for Angela](#) and implementing this in your venue. *Ask for Angela* is a national scheme whereby if someone finds themselves in a situation where they feel unsafe or uncomfortable in a bar or club, and the venue participates in the *Ask for Angela* scheme, they can discreetly ask a staff member for 'Angela' to signal that they need help.
- Ensuring all staff (including door staff) are trained in welfare and vulnerability and have *Active Bystander* training. This will empower staff to identify and manage vulnerable persons, safeguarding them.
- Training bar staff so that when concerns are raised by customers around welfare/ wellbeing, door staff/management are contacted immediately to respond to and manage these issues swiftly.
- Considering using trained welfare staff whose sole responsibility is to seek out vulnerable persons and liaise with staff members to safeguard them.
- Revisiting ejection policies and duty-of-care policies to ensure that persons are not left alone to become victims of crime, and ensuring action can be taken to make sure they leave safely.
- Using incident mapping within your premises to highlight where issues are occurring. This will identify places of greatest risk so you can quickly respond to incidents.
- Ensuring that where door staff are used, they are visible and approachable and know what to do when reports are made to them. Consideration should always be to safeguard the victim, identify the offender and detain them. The police should then be contacted, particularly when a person has been a victim of a sexual assault.
- Searching policies ensuring that door staff are searching customers, and considering the use of metal detecting wands and detecting arches, in line with licensing conditions and risk assessment.
- Searching policies adapted to pay particular attention to liquids being brought into the premises, as well as small sharp objects such as needles, pins, tacks or other similar objects that could easily be missed but undoubtedly lead to persons becoming vulnerable.
- Delivering training on special medical conditions, eg. when finding EpiPens and diabetic medication during a search.
- Using drug dogs to support any searching regime that identifies illicit substances and deters offenders.
- Disposing of any drinks left unattended. This will need to be advertised extensively in your venue to prevent it becoming a flash point.
- Having additional toilet checks.
- Increasing floor presence.

Other advice and support

[Women's Night-time Safety Charter – Manchester City Council](#)

[Good Night Out Guide – Greater Manchester Combined Authority](#)

[Village Angels – LGBT Foundation](#)

[Ask for Angela](#)

[Suzy Lamplugh Trust](#)

[St Mary's Centre](#)

[WalkSafe+ Manchester](#)

[Licences and permissions – Manchester City Council](#)

[Keeping you safe – Greater Manchester Fire Rescue Service](#)