

**ORKNEY ISLANDS AREA LICENSING BOARD**  
**GUIDE TO RISK ASSESSMENTS FOR APPLICATIONS FOR**  
**OCCASIONAL LICENCES AND OCCASIONAL EXTENSIONS**

**Introduction**

This document is designed to provide advice and assistance to applicants for Occasional Licences and Occasional Extensions with regard to carrying out a risk assessment exercise in terms of the 5 Licensing Objectives.

The Orkney Islands Area Licensing Board in its statement of Alcohol Licensing Policy has indicated that a risk assessment should be undertaken before any application is made to the Board for an Occasional Licence or Extension.

The results of that risk assessment should then be exhibited to the Board, by every applicant, when making the application for an Occasional Licence or Extension under the Licensing (Scotland) Act 2005. By requiring applicants to undertake risk assessments the Orkney Islands Area Licensing Board is promoting the Licensing Objectives. Applicants will also promote the licensing objectives through any actions taken in response to their assessment.

The Licensing Objectives are:

- 1 Preventing crime and disorder
- 2 Securing public safety
- 3 Preventing public nuisance
- 4 Protecting and improving public health
- 5 Protecting children and young persons from harm

In preparing this document we have sought to give applicants as much assistance with the process as possible. Each premises is unique and not all matters will be relevant to each premises.

The table overleaf includes a few examples of risk factors and possible control measures for a Country Dance. It is not meant to be a comprehensive approach. Applicants must conduct thorough analyses of their own practices and procedures and devise suitable control measures.

**The risk assessment overleaf is only an example. The amount of detail you will need in your risk assessment will depend on your business and your activities.**

The completed risk assessment will provide valuable information to the Board and demonstrate that applicants have taken these matters into account.

**Examples of Licensing Objectives Risk Assessment**

Name of Event .....

Date of Event .....

Licensing objectives	Crime and disorder	Public safety	Public nuisance	Protecting and improving public health	Safety of children and young persons
Risk Factors	Customers getting hold of drugs. Fighting inside or outside premises. Under-age drinking.	Premises overcrowded. Inadequate fire safety procedures. Blocked escape routes. Excess heat build-up.	Noisy customers leaving premises – affecting nearby residents. Excessively loud music affecting nearby residents.	Drink driving, excessive drinking.	Under-age access might be an issue and the potential illegal sale of alcohol.
Control Measures	Drugs, weapons and glass policies implemented. Good door-security. Proof-of-age policy.	Capacity checks. Regular testing of fire equipment and alarms and checking fire escape routes. Adequate ventilation system. Appropriate staff training.	Signs promoting considerate behaviour. Staff intervention/ assistance on customer departure. Nuisance audit. Sound insulation work to structure. Use of noise limiters.	Consideration has been given to the provision of alternatives to alcoholic drinks (including reasonably priced alternatives to alcohol) i.e. soft drinks, tea and coffee, food and non-alcoholic substitutes.	Good door security. Proof of Age card scheme. Signage supporting the above measures.

I confirm that a written Age Verification Policy is in place and has been signed by each person serving or selling alcohol; and that appropriate signage is in place –

**YES / NO** [delete as appropriate]

**Completed by** .....

**Date** .....