Your Company Ltd

RISK ASSESSMENT & METHOD STATEMENT

Nightclub Door Supervision - Friday/Saturday Operations

Reference	EX0008
Issue	1
Assessment Date	14/11/2026
Review Date	14/11/2027
Client	Your Client Ltd
Site Location	Nightclub, Birmingham city centre
Assessor	Your Name, Health & Safety Manager

Executive Summary

Comprehensive Risk Assessment and Method Statement (RAMS) for the provision of Door Supervision services at a 1200-capacity nightclub in Birmingham city centre. Operations cover Friday and Saturday nights (21:00-04:00) with a team of 8 SIA-licensed operatives. This document focuses on crowd control, search procedures, physical intervention, conflict management, and counter-terrorism readiness in accordance with BS 7960 and the Private Security Industry Act 2001.

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1. Project Details

Client:	Your Client Ltd	**Site Location:**	Nightclub, Birmingham city centre
Assessment Date:	14/11/2026	**Review Date:**	14/11/2027
Assessor:	Your Name, Health & Safety Manager	**Staff Count:**	8

2. Method Statement

Step 1: Arrival and Briefing (20:30) — All 8 operatives arrive on site, sign the venue register, and present their valid SIA Door Supervisor licences for verification. The Head Door Supervisor conducts a pre-shift briefing covering capacity limits, expected clientele, known intelligence from West Midlands Police, and specific venue rules.

Step 2: Equipment Issue and Checks (20:45) — Two-way radios, earpieces, body-worn video cameras, clickers, and search wands are issued and function-tested. Operatives secure their SIA licences in highly visible armbands.

Step 3: Deployment and Site Setup (20:55) — Operatives deploy to designated posts (e.g., 3 at Front Door, 1 at Search Area, 3 on Internal Patrol/Dancefloor, 1 at Rear Fire Exit). Front door barriers are checked for stability and queue channels are defined.

Step 4: Opening and Queue Management (21:00) — Doors open. Front door staff manage the queue, enforcing order and monitoring for intoxication or aggressive behaviour. Capacity clickers are actively used to track entries.

Step 5: Search and ID Checks — Patrons are subject to 100% ID checks using UV scanners. Random and intelligence-led searches are conducted using metal detector wands. Bag searches are conducted using torches and visual checks before physical contact.

Step 6: Internal Patrols and Monitoring — Internal operatives conduct dynamic patrols, monitoring crowds for distress, spiking, or conflict. Lone workers at remote exits conduct 15-minute radio checks.

Step 7: Ejections and Incident Response — In the event of conflict, operatives must use Conflict Management and de-escalation first. If ejection is required, a minimum of two staff must coordinate the removal, using approved Physical Intervention techniques only as a last resort. BWV must be activated.

Step 8: Closing and Dispersal (04:00) — Music ceases. Operatives form a coordinated line to gently sweep the venue, encouraging patrons toward the exits. External operatives monitor the street to prevent post-club violence and assist in quiet dispersal.

Step 9: Debrief and Handover (04:30) — All patrons clear. Operatives return equipment, report any maintenance issues, complete incident report books, and attend a short debrief with the Head Door Supervisor before signing out.

Resources Required

- 8x SIA Licensed Door Supervisors (minimum Level 2 Door Supervision)
- 1x Head Door Supervisor (Level 3 or equivalent experience)
- 8x Two-way radios with acoustic earpieces
- 2x Hand-held metal detector wands
- Body-Worn Video (BWV) cameras for front door/response staff
- Mechanical or digital capacity clickers
- High-powered torches (BS EN 62471)
- Puncture-resistant search gloves (EN 388)

Site Setup

Establish safe queuing area using heavy-duty Tensator barriers or fixed railing. Ensure external lighting is fully operational. Set up a dedicated, highly visible search table with sharps disposal box. Confirm all emergency exits are clear of obstructions and internally lit.

3. ALARP Justification

As Low As Reasonably Practicable (ALARP) Declaration

The residual risks identified in this assessment have been reduced to as low as reasonably practicable (ALARP). Through the strict adherence to SIA licensing requirements, deployment of comprehensive Conflict Management training, and application of BS 7960 standards, the physical and psychosocial risks to staff have been minimised. Engineering controls (barriers, BWV, radios) and administrative controls (rotation, lone working checks) have been implemented. Further risk reduction, such as structural venue alterations or significantly increasing staff beyond viable commercial ratios, would be grossly disproportionate to the additional safety gained. The ratio of staff to patrons will be continuously monitored dynamically.

4. Risk Matrix Reference

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

1-5 Low 6-12 Medium 15-25 High

5. Risk Assessment

1. Physical Assault and Violence

16 HIGH | 8 MEDIUM

Description	Operatives may be subjected to physical assault by aggressive, intoxicated, or non-compliant patrons during entry refusals or ejections.		
Persons at Risk	Security Staff, Venue Staff, Public		
Control Measures	• All operatives must have current Conflict Management training as required by SIA standards, utilising de-escalation techniques as the primary response. • SIA Licence Display: All operatives must display their SIA Door Supervisor licence visibly at all times in accordance with the Private Security Industry Act 2001. • Physical Intervention (PI) techniques must only be used as a last resort, strictly adhering to SIA approved methods and BS 7960 (Door Supervision) guidelines. • Ejections must never be conducted alone; a minimum of two operatives (buddy system) must handle any physical removal of patrons. • Deploy Body-Worn Video (BWV) cameras to act as a deterrent, with clear signage indicating recording is in progress.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **4**	Score **16** (High)
Residual Risk (Post-Control)	Likelihood **2**	Severity **4**	Score **8** (Medium)

2. Verbal Abuse and Threatening Behaviour

15 HIGH | 9 MEDIUM

Description	Risk of psychological stress and escalation to physical violence resulting from continuous verbal abuse by patrons.		
Persons at Risk	Security Staff, Venue Staff		
Control Measures	• Apply trained Conflict Management and tactical communication skills to calm hostile situations and avoid antagonistic responses. • Ensure SIA Licence Display is prominent to establish authority and legal standing under the Private Security Industry Act 2001. • Rotate staff from high-conflict areas (e.g., front door refusal points) every 1-2 hours to prevent fatigue and emotional burnout. • Supervisors to actively monitor staff wellbeing and intervene in escalating verbal disputes to provide a fresh perspective.		
Initial Risk (Pre-Control)	Likelihood **5**	Severity **3**	Score **15** (High)
Residual Risk (Post-Control)	Likelihood **3**	Severity **3**	Score **9** (Medium)

3. Crowd Surging and Crushing

12 MEDIUM | 4 LOW

Description	Large crowds at the entrance queue or emergency exits could surge, leading to crushing injuries or trampling.		
Persons at Risk	Public, Security Staff		
Control Measures	• Implement queue management protocols in accordance with BS 7960, using heavy-duty barriers to create safe, zig-zag queuing systems. • Use mechanical or digital clickers to strictly monitor the 1200 venue capacity; implement a 'one-in, one-out' policy once capacity is reached. • Deploy operatives to actively walk the queue, identifying impatient or agitated individuals and applying Conflict Management de-escalation techniques. • Ensure all emergency exits and egress routes remain completely clear of obstructions and queueing patrons at all times.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **4**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **4**	Score **4** (Low)

4. Discovery of Weapons

15 HIGH | 5 LOW

Description	Knives, firearms, or blunt instruments may be found during searches or deployed by patrons against staff.		
Persons at Risk	Security Staff, Public		
Control Measures	• Conduct thorough, consent-based entry searches using hand-held metal detector wands to identify concealed metallic weapons. • SIA Licence Display mandatory during searches to confirm the operative's authority to request compliance. • If a weapon is found, operatives must safely secure the item (if safe to do so) without escalating the situation, step back, and immediately alert the Head Door Supervisor. • Establish direct radio/phone communication with West Midlands Police for immediate response to weapon-related incidents. • Implement venue lockdown procedures if an armed threat is identified within the immediate vicinity.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **5**	Score **15** (High)
Residual Risk (Post-Control)	Likelihood **1**	Severity **5**	Score **5** (Low)

5. Needlestick and Sharps Injuries

12 MEDIUM | 4 LOW

Description	Operatives may suffer puncture wounds from hidden hypodermic needles or improvised sharps during bag or pocket searches.		
Persons at Risk	Security Staff		
Control Measures	• Operatives must wear puncture-resistant search gloves (compliant with EN 388) during all physical pat-downs and bag searches. • Always ask patrons to empty their own pockets and visually inspect the contents before conducting a physical pat-down. • Never blindly insert hands into bags or pockets; use a torch (BS EN 62471) to illuminate dark interiors. • Provide certified sharps disposal boxes at the front door search area and train staff on safe sharps handling procedures.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **4**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **4**	Score **4** (Low)

6. Hostile Reconnaissance and Attack Penetration

10 MEDIUM | 5 LOW

Description	The venue may be targeted by terrorists conducting reconnaissance or attempting to penetrate the premises with explosive devices or weapons.		
Persons at Risk	Public, Security Staff, Venue Staff		
Control Measures	• All operatives must complete Action Counters Terrorism (ACT) Awareness training and maintain vigilance for suspicious behaviour (e.g., loitering, photographing security measures). • Adopt good practice principles from Martyn's Law (Terrorism (Protection of Premises) Act 2025 - duties not yet in force), including evaluating venue vulnerabilities and maintaining perimeter vigilance. • Conduct unpredictable patrol patterns and visible exterior patrols to disrupt potential hostile reconnaissance. • Ensure robust entry controls, enforcing 100% ID checks (using UV lights/scanners) and thorough bag searches to deter attack penetration.		
Initial Risk (Pre-Control)	Likelihood **2**	Severity **5**	Score **10** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **5**	Score **5** (Low)

7. Intoxicated and Vulnerable Patrons

12 MEDIUM → 6 MEDIUM

Description	Patrons who are excessively intoxicated or have been subject to drink spiking may become ill, aggressive, or vulnerable to assault.		
Persons at Risk	Public, Security Staff		
Control Measures	• Strictly refuse entry to heavily intoxicated individuals in compliance with the Licensing Act 2003, using Conflict Management to deliver the refusal politely. • Implement venue vulnerability policies (e.g., 'Ask for Angela') to identify and protect individuals requiring assistance. • Designate a safe, monitored welfare area for vulnerable patrons to recover or await medical assistance/safe transport. • Operatives to monitor patrons inside the venue for signs of spiking (sudden incapacitation) and alert the first aid team immediately.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **2**	Severity **3**	Score **6** (Medium)

8. Lone Working (Isolated Security Posts)

12 MEDIUM → 4 LOW

Description	Operatives stationed in isolated areas (e.g., rear fire exits, darkened balconies) may face medical emergencies or assault without immediate support.		
Persons at Risk	Security Staff		
Control Measures	• Implement strict lone working procedures: operatives in isolated posts must conduct a radio check with the Head Door Supervisor every 15-20 minutes. • No operative is to initiate an ejection, physical intervention, or confront a group alone; they must use Conflict Management to stall and call for backup. • Ensure all isolated posts are covered by functional, actively monitored CCTV systems. • Operatives must visibly display their SIA Licence and wear high-visibility armbands or vests to easily identify themselves to patrons and CCTV operators.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **4**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **4**	Score **4** (Low)

9. Noise Exposure

15 HIGH → 6 MEDIUM

Description	Prolonged exposure to loud music (>85 dB) inside the nightclub can cause temporary or permanent hearing damage/tinnitus.		
Persons at Risk	Security Staff		
Control Measures	• Provide and mandate the use of acoustic filter earplugs (compliant with EN 352-2) for all operatives stationed inside the main club rooms. • Rotate staff between loud internal areas and quieter external/foyer areas every 1-2 hours to minimise cumulative exposure times. • Ensure earpieces for two-way radios are fitted with acoustic shock protection to prevent sudden loud feedback bursts.		
Initial Risk (Pre-Control)	Likelihood **5**	Severity **3**	Score **15** (High)
Residual Risk (Post-Control)	Likelihood **2**	Severity **3**	Score **6** (Medium)

10. Slips, Trips, and Falls (Low Light Environments)

12 MEDIUM → 6 MEDIUM

Description	Spilled drinks, broken glass, and dark nightclub conditions present high risks for slips and trips during patrols or physical interventions.		
Persons at Risk	Security Staff, Public		
Control Measures	• Operatives must wear suitable safety footwear with slip-resistant soles (compliant with EN ISO 20345). • Provide operatives with high-powered tactical torches to illuminate dark areas during patrols, searches, and ejections. • Operatives to immediately report spills or broken glass via radio to the venue's cleaning/bar staff and stand over the hazard until cleared.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **2**	Severity **3**	Score **6** (Medium)

6. Required PPE


Ear protection


Hi-vis clothing


Gloves


Safety footwear

- Safety Footwear - Slip Resistant (EN ISO 20345)
- Puncture-Resistant Search Gloves (EN 388)
- Acoustic Filter Earplugs (EN 352-2)
- High-Visibility Armband for SIA Licence Display
- High-Visibility Vest (EN ISO 20471) - For exterior dispersal staff

7. Site Rules

1. All operatives must sign in and out of the venue logbook for every shift.
2. SIA Licences must be displayed visibly on the arm or chest at all times without exception.
3. No operative is to consume alcohol or be under the influence of illegal substances or impairing medication.
4. Conflict Management and de-escalation must be the primary tool for resolving disputes.
5. Physical Intervention is strictly a last resort and must only involve SIA-approved techniques.
6. No single-crewed ejections; always call for backup before physically removing a patron.
7. Report all confiscated items (drugs/weapons) to the Head Door Supervisor immediately for logging and secure storage.
8. Operatives must maintain a professional and courteous demeanour to patrons, venue staff, and emergency services at all times.

8. Competency Requirements

Qualification	Description	Required For	Verification
SIA Door Supervisor Licence	Level 2 Award for Door Supervisors in the Private Security Industry, covering conflict management, physical intervention, and civil/criminal law.	All security operatives on site	Physical check of licence card on arrival, verification of expiry date, and cross-check on the SIA public register.
ACT (Action Counters Terrorism) Awareness	NaCTSO approved counter-terrorism awareness training covering hostile reconnaissance, suspect packages, and emergency response.	All security operatives on site	Review of ACT e-learning certificates prior to deployment.
Emergency First Aid at Work (EFAW)	1-day first aid training to preserve life and manage immediate medical emergencies until ambulance arrival.	At least two operatives per shift (to account for breaks/patrols)	Certificate review during onboarding.

9. Regulatory Compliance

Regulation / Standard	Section	Relevance to This Assessment
Private Security Industry Act 2001	Section 9 - Display of Licences	Mandates that all operatives must visibly display their SIA licence while engaging in licensable conduct.
BS 7960:2016	Door Supervision - Code of Practice	Provides the structural framework for queue management, search procedures, capacity monitoring, and physical intervention protocols.
Terrorism (Protection of Premises) Act 2025	Martyn's Law (Anticipated Duties)	Duties are not yet in force, but the principles of venue vulnerability assessment and staff counter-terrorism readiness are applied here as critical good practice.
Control of Noise at Work Regulations 2005	Regulation 6 - Elimination or control of exposure to noise	Nightclub environments exceed the upper exposure action value (85 dB); thus, hearing protection and staff rotation are legally required.

10. Emergency Procedures

First Aid
First aid kits and AED located at the main reception/bar. Minimum of one security operative with Emergency First Aid at Work (EFAW) to be on duty. Vulnerable/injured patrons to be taken to the designated welfare area.

Fire Emergency
Upon fire alarm activation, security operatives must stop entry, switch radios to emergency channel, open all fire exit doors, and systematically sweep the venue to evacuate patrons to the external assembly point. Do not attempt to fight the fire unless trained and it is safe to do so.

Spillage Response
For bodily fluid spills (blood/vomit), cordon off the area immediately, stand guard, and request venue cleaning staff with appropriate biohazard kits via radio.

Serious Injury
For serious assault or injury: Secure the area, request first aid backup, DO NOT move the casualty unless in immediate danger, call 999. Preserve the scene for Police/HSE investigation.

Evacuation Point
Assembly point: Designated safe zone away from the main entrance (e.g., opposing street corner or rear car park), ensuring patrons do not block emergency service access.

Emergency Contacts
Head Door Supervisor: Via Radio Channel 1. Venue Manager: [Number]. West Midlands Police (Emergency): 999. West Midlands Police (Non-Emergency/Licensing): 101.

11. Inspection & Monitoring

Supervision Arrangements
The Head Door Supervisor will act as the central command node, conducting dynamic risk assessments throughout the night, monitoring CCTV, and coordinating the team via radio.

Inspection Schedule
Pre-shift equipment and site check. Hourly capacity checks and queue reviews. Formal incident log review at the end of every shift.

Responsible Person
Head Door Supervisor & Venue Duty Manager

Review Triggers
- Any major physical altercation or serious injury
- Discovery of a firearm or significant bladed weapon
- Changes to venue layout, capacity, or licensing conditions
- Implementation of enforced duties under the Terrorism (Protection of Premises) Act 2025

12. Incident & Near-Miss Reporting

Minor Injury
Administer first aid via EFAW trained staff. Record in the venue's Accident Book. Complete an internal security incident report to log the context of the injury.

Serious Incident
For serious assault or critical medical incident: Request immediate Police/Ambulance attendance (999). Secure the scene. Record BWV footage and secure CCTV. Head Door Supervisor to coordinate with emergency services upon arrival.

Near-Miss Reporting
Instances such as discovered weapons, near-crushes in queues, or attempted unauthorised access must be logged in the Daily Occurrence Book and reviewed by management to improve search and barrier protocols.

RIDDOR Reporting
Report to HSE under RIDDOR 2013 for: fatalities, specified injuries (e.g., fractures from physical interventions), or over-7-day incapacitation of staff. Acts of non-consensual physical violence against staff resulting in severe injury must be reported. Report online at www.hse.gov.uk/riddor.

Emergency Contacts
Head Door Supervisor (Radio Ch 1), Venue Duty Manager, West Midlands Police (999 Emergency / 101 Non-Emergency), Security Company Operations Room.

13. Applicable Legislation

- Private Security Industry Act 2001
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Licensing Act 2003
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law - good practice applied ahead of enforcement)
- Control of Noise at Work Regulations 2005
- Working Time Regulations 1998
- BS 7960:2016 - Door Supervision
- BS 7499:2013 - Static Site Guarding (where applicable to perimeter security)

14. Site Staff Acknowledgment

I confirm that I have been inducted, understand the hazards identified, and agree to follow the control measures outlined in this assessment.

Name	Position	Date Signed	Verification
No staff acknowledgments recorded yet.			

Assessor Declaration & Client Acceptance

I confirm that this assessment has been prepared by a competent person and represents a suitable and sufficient assessment of the risks associated with the described work activity, in accordance with the Management of Health and Safety at Work Regulations 1999.

Prepared By (Assessor)

Your Name, Health & Safety Manager

Name & Position

Signature

Date

Accepted By (Client / Principal Contractor)

Name & Position

Signature

Date