

OPERATIONS & INCIDENT LOG Date: _____ Duty Manager: _____

Door Staff: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Duty Manager Checks:

- CCTV On and in full working order All performers on shift inducted Inducted SIA Door Staff present
- Fire Doors all checked and secure Duty Manager Sign Updated

All of the following must be recorded in this log: Ejections from Premises, Refused Admission, Refused Sale, Breach of Dancer Code of Conduct, Inappropriate behaviour by guests, Failure of CCTV, Incidents of Crime and Disorder, ANY complaint made by the public, guests, dancers, ANY Disciplinary action taken against dancers, ANY Visit from Kent Police or Maidstone Council

| Date | Time | Person Reporting | Description of Customer/Dancer Name | Details | Further Action? |
|------|------|------------------|-------------------------------------|---------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

If report requires additional space please use a continuation sheet provided ensuring date is marked and filled with original

Monthly Incident Log Review –Year: _____

This log is to be reviewed on the first Monday of each month for compliance with Maidstone SEL Conditions.

Any comments should be noted for action.

| Month | DPS Signature | Comments |
|--------------|----------------------|-----------------|
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |
| July | | |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |