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Door supervision – Code of practice

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Summary of pages

This document comprises a front cover, an inside front cover, pages i to ii, pages 1 to 18, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 31 October 2016. It was prepared by Subcommittee GW/3/-/25, *Door Supervisors*, under the authority of Technical Committee GW/3, *Private Security Management & Systems*. A list of organizations represented on these committees can be obtained on request to their secretary.

Supersession

This British Standard supersedes BS 7960:2005, which is withdrawn.

Information about this document

This is a full revision of the standard.

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

Attention is drawn to the Private Security Industry Act 2001 [1]. The Act requires that any person engaged in licensable activities, as designated in the Act, be licensed in accordance with the Act. It is an offence to engage in licensable conduct when not in possession of the appropriate licence. Further guidance on the Private Security Industry Act 2001 can be found at www.sia.homeoffice.gov.uk. [Last accessed 24th October 2016.]

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word "should" is used to express recommendations of this standard. The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

1 Scope

This British Standard gives recommendations for the organization, staffing, operation and management of companies providing door supervision services, whether contracted or in-house, to licensed premises or events. It also provides recommendations to other individuals, companies, organizations and designated premises supervisors who provide or employ door supervisors.

NOTE 1 Companies and other employers of door supervisors are advised that the recommendations in this British Standard do not necessarily fulfil the specific local authority or Security Industry Authority (SIA) requirements, and that they need to satisfy themselves separately as to their responsibilities in that respect.

NOTE 2 Guidance on the interpretation of licensed premises is provided on the SIA website ¹⁾.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 7858, *Security screening of individuals employed in a security environment – Code of practice*

3 Terms and definitions

For the purposes of this British Standard, the following terms and definitions apply.

3.1 assignment instructions

operational document detailing specific duties

3.2 client

individual, organization or company that retains a service provider to carry out the security function at a licensed premises or event

NOTE Companies or premises that directly employ their own door supervisors are effectively a door supervision service provider and the provisions of this British Standard are also applicable to them.

3.3 contract

document, agreed and signed by both the service provider and the client, setting out the proposed services to be supplied and the details of the quotation, terms, conditions, responsibilities and undertakings

3.4 designated premises supervisor

person named on a premises licence who is responsible for the licensable activities, including the sale or supply of alcohol, or the provision of regulated entertainment at the premises

NOTE 1 The designated premises supervisor is normally the person responsible for the day-to-day operation of the premises.

NOTE 2 Prior to the implementation of the Licensing Act 2003 [2], this position would have been known as a licensee.

¹⁾ www.sia.homeoffice.gov.uk. Last accessed 24th October 2016.