**Scoring Booklet – On Licence**

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| **Applicants Details** | | |
| Applicant Name: | | |
| Premises Name: | | |
| Operating Company: | | |
| Address: | | |
|  | | |
| **Assessor:** | **Date:** | **Signed:** |

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| **Scoring Totals - Assessments are based on three types of criteria** | | |
| Essential - must score 100% to be awarded |  | |
| Desired - a level at which BBN accredited venues should aspire to |  | |
| Bonus - bonus points for evidenced best practice |  | |
| **Total Score:** |  | |
| **Accredited (100% of essential criteria met)** | **YES [ ]** | **NO [ ]** |
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| **Note to Assessors**  One point should be awarded for each completed answer. Assessors are however, encouraged to award extra points at their discretion in any section (E, D or B) should they feel this is warranted. | | |

**\*Advise the venues that they can contact their local BBN coordinator for any policy and procedure templates should they need them\***

**\*All assessors need to check the licensing conditions on the premises licence PRIOR to commencing the assessment. Any conditions on a premises licence falling under ’D’ or ‘B’ in the scoring booklet must be considered as ‘E’ for that premises and therefore are essential and complied with\***

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| Section A - Prevention of Crime & Disorder | | | Points |
| E1 | Must provide evidence of regular staff meetings to include security as agenda item. |  |  |
| E2 | Must provide evidence of a procedure in place to ensure that anyone carrying out the role of a door supervisor is licensed by the SIA or subject to a Licence Dispensation Notice, i.e. register of door supervisors on duty and that this log / register is regularly checked by the manager. (Larger venues only). |  |  |
| **E3** | Describe your policy on searching patrons. |  |  |
| **E4** | Must have an incident book and record each incident. |  |  |
| **E5** | Clear policy regarding safe disposal of drugs. |  |  |
| **E6** | Has a proactive approach to preventing drug use including evidence of regular toilet monitoring, controlling flat surfaces etc. |  |  |
| **E7** | Must provide evidence of a clear policy on prevention of illegal drug & psycho-active substance (legal high) use and supply on the premises. |  |  |
| **E8** | Must provide evidence of a lost property recording system or locked box / cupboard. |  |  |
| **E9** | Must provide evidence of an audit trail in relation to confiscated items, eg. knives, fake ID. |  |  |
| **E10** | Private areas are kept locked and secured when premises are open. |  |  |
| **E11** | Must provide evidence of policies in place for preventing and dealing with disorder, weapons, managing conflict and recording incidents. |  |  |
| **D12** | The data captured on a digital CCTV system is fit for purpose and retained for a period in line with local licensing conditions and is readily available on request from the police at all times during operational hours. |  |  |
| D13 | Subscribes to the Surveillance Camera Commissioners code of practice. [www.gov.uk/government/publications/surveillance-camera-code-of-practice](http://www.gov.uk/government/publications/surveillance-camera-code-of-practice) |  |  |
| D14 | There is a responsible person who is able to provide that data to the police upon request. |  |  |
| **D15** | Mapping system used to identify hot spots within the premises.  (Larger venues only). |  |  |
| **D16** | All Staff are easily identified, e.g. use of tabards, uniforms, high vis garments etc. |  |  |
| **D17** | Door company registered as an SIA Approved Contractor. |  |  |
| **D18** | Takes practical steps to discourage drink driving. |  |  |
| **D19** | Has a clear anti-theft policy. |  |  |
| **D20** | Clear procedures are in place for determination and preservation of crime scene and witness details until police arrive. |  |  |
| **B21** | Any additional security measures in place (e.g. metal detectors, door arches, wands, ID scanners, breathalysers, panic buttons etc).  (Larger venues only). |  |  |
| **B22** | Have a clear plan to respond to Counter Terror issues. Staff aware of the ‘RUN TELL HIDE’ message |  |  |
| **B23** | Provides anti drink spiking devices.  (Larger venues only). |  |  |
| **B24** | Displays customer information with regards to drug misuse.  (Larger venues only). |  |  |
| **B25** | Have additional anti-theft measures in place (e.g. bag hooks, mirrors etc). |  |  |
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| **Section B - Public Safety** | | | **Points** |
| E26 | Must have a written policy to prevent and deal with drunkenness. |  |  |
| **E27** | Staff must be aware of their duty of care for vulnerable people. This may include vulnerability around, drug misuse, sexual harassment / exploitation & racial abuse. |  |  |
| **E28** | Can evidence that a full building check takes place prior to opening to the public and prior to closing for security threats, drugs and lost property. |  |  |
| **E29** | Must provide evidence of a written accident recording system. |  |  |
| **E30** | Can demonstrate how they manage capacity, including outside areas. |  |  |
| **E31** | Has one appointed person with access to an adequate first aid provision. |  |  |
| **E32** | Must provide evidence of a procedure for building evacuation in the event of an emergency (e.g. terrorism, power loss, flooding etc). |  |  |
| E33 | Must provide evidence of an effective glass collection policy inside and outside, including perimeter checks. |  |  |
| E34 | Must provide evidence of effective spillage and broken glass policy. |  |  |
| E35 | Must provide evidence of a written fire safety risk assessment which has been completed or reviewed in the last twelve months. |  |  |
| E36 | Must have an adequate fire detection warning system in place. |  |  |
| E37 | Fire exits must be free from obstruction and well lit at all times. |  |  |
| **E38** | Must provide evidence that all fire safety checks are documented. |  |  |
| E39 | Must provide evidence of fire equipment being inspected / serviced annually. |  |  |
| **E40** | Must provide evidence of annual fire evacuation training exercises. |  |  |
| **E41** | Must have regular gas safety (annually) and electrical (5 yearly) checks. |  |  |
| E42 | Can provide evidence of a risk assessment for ‘noise’ at work. |  |  |
| D43 | Conducts regular evacuation training exercises for fire, bomb scares etc. |  |  |
| D44 | Notifies the Police Licensing / other agencies of any special events. |  |  |
| D45 | All bottle skips or bins in public areas within the vicinity of the premises to be secured / locked. |  |  |
| D46 | Has measures in place to prevent patrons leaving the premises with glasses / bottles. |  |  |
| **D47** | Voluntarily uses alternative to glass for special events, drinks that are taken outside or general service where risk assessed. |  |  |
| D48 | Provides / displays information to customers with regard to accessing taxis and public transport. |  |  |
| B49 | Have in place the ‘Ask for Angela’ initiative with evidence of staff training in how to respond to a request for assistance |  |  |
| B50 | Staff aware of the National Pubwatch information videos that are available on-line [www.nationalpubwatch.org.uk](http://www.nationalpubwatch.org.uk) on the You Tube Channel. |  |  |

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| **Section C – Prevention of Public Nuisance** | | | **Points** |
| E51 | Must provide evidence of a policy in line with any relevant licensing conditions to prevent noise nuisance. |  |  |
| D52 | Is an active member of a licensing forum or other recognised partnership / crime prevention groups (e.g. Pubwatch, BCRP, licensing group). |  |  |
| B53 | Is a member of any recognised trade organisation (e.g. BII, IOL, CAMRA). |  |  |

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| **Section D – Protection of Children from Harm** | | | **Points** |
| E54 | Must provide evidence of a robust proof of age verification policy and evidence that procedures are followed at all times. Display posters (e.g. Challenge 21, Challenge 25). |  |  |
| **E55** | Clear policies and procedures specific to the protection  of children are in place (e.g. risk assessments). |  |  |
| **D56** | Children only permitted in areas that are in clear view of staff |  |  |

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| **Section E – Social Responsibility** | | | **Points** |
| E57 | Venue must have employers / public liability insurance. |  |  |
| E58 | Must ensure that any security company or outside contractor employed by the venue has adequate insurance cover with details available for inspection. |  |  |
| **E59** | Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures. |  |  |
| **E60** | Consider the impact of drinks promotions and special events (e.g. risk assessment). |  |  |
| **D61** | Has clear alcohol unit content information available to customers.  [www.drinkaware.co.uk](http://www.drinkaware.co.uk) (Larger venues only). |  |  |
| **D62** | Displays Drinkaware or similar materials such as unit information point of sale materials etc. [www.drinkaware.co.uk](http://www.drinkaware.co.uk) |  |  |
| **D63** | Information is available to customers about alcohol advice services.  [www.drinkaware.co.uk](http://www.drinkaware.co.uk) |  |  |
| **D64** | Consults regularly with neighbourhood businesses / residents to ensure continued harmonious relationships. |  |  |
| **B65** | Are aware of additional initiatives such as street marshalling, night angels, street pastors etc. |  |  |
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| **Section F – Training (one point awarded for each subject)** | | | **Points** |
| **E66** | Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:   * Drunkenness * Disorder * Drugs * Crime Prevention * Fire and use of fire equipment * Responsible Alcohol Retailing * Conflict Management |  |  |
| **D67** | Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:   * First Aid * Counter Terrorism * Sexual Exploitation * Sexual Harassment * Vulnerability (What is vulnerability?) * Drinkaware Crew ([www.drinkaware.co.uk](http://www.drinkaware.co.uk)) |  |  |

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| **Section G – General Comments**  **(Please use this space to make further (evidenced) comments with regard to this application which may be used as part of the process)** |
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