



## Scoring Booklet – On Licence

<b>Applicants Details</b>		
Applicant Name:		
Premises Name:		
Operating Company:		
Address:		
<b>Classification:</b>		

**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	

<b>Total Score:</b>	
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<b>Accredited (100% of essential criteria met)</b>	<b>YES [ ]</b>	<b>NO [ ]</b>

**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\***

<b>Section a - Prevention of Crime &amp; Disorder</b>		<b>Points</b>
<b>E1</b>	Must provide evidence of regular staff meetings	
<b>E2</b>	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. Evidence is required to show that this log / register is regularly checked by the manager / DPS	
<b>E3</b>	Must provide evidence of a policy for searching patrons.	
<b>E4</b>	Must provide evidence of a documented incident recording system and that the log is being regularly signed off by the manager / DPS	
<b>E5</b>	Must have a clear policy regarding the use of drugs, and be able to demonstrate measures in place to prevent drug use within their premises	
<b>E6</b>	Must have a procedure in place to deal with the safe retention and disposal of drugs and other sensitive items	
<b>E7</b>	Must provide evidence of a lost property policy and recording system	
<b>E8</b>	Must ensure that all doors to restricted areas are kept locked during trading period	
<b>E9</b>	Must provide evidence of policies and procedures in place to deal with crime & disorder, and crime scene preservation	
<b>E10</b>	The data captured on a digital CCTV system is fit for purpose and retained for a period in line with local licensing conditions, and that there is always a responsible person on site who is able to provide information to the police upon request.	

<b>D11</b>	Subscribes to the Surveillance Camera Commissioners code of practice. <a href="http://www.gov.uk/government/publications/surveillance-camera-code-of-practice">www.gov.uk/government/publications/surveillance-camera-code-of-practice</a>		
<b>D12</b>	Mapping system used to identify hot spots within the premises.		
<b>D13</b>	All Staff are easily identified, e.g. use of tabards, uniforms, high vis garments etc.		
<b>D14</b>	Door company registered as an SIA Approved Contractor.		
<b>B15</b>	Has extra measures in place to cut down the risk of thefts taking place on the premises		
<b>D16</b>	Can provide evidence of anti-drink spiking devices behind the bar and personal safety messaging in the public areas		
<b>E17</b>	Must provide evidence of a pro-active approach to responsible alcohol retailing and provide evidence of policies to prevent and deal with drunkenness		
<b>E18</b>	Must provide evidence of a safeguarding / duty of care policy Staff must be aware of their duty of care for vulnerable people. This may include vulnerability around, drug misuse, sexual harassment / exploitation & racial abuse.		
<b>E19</b>	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.		
<b>E20</b>	Must evidence an accident recording system compliant with the Health and Safety at Work Act		
<b>E21</b>	Can demonstrate how they manage capacity, including outside areas.		

<b>Section B - Public Safety</b>		<b>Points</b>
<b>E22</b>	Has one appointed person with access to an adequate first aid provision.	
<b>E23</b>	Must provide evidence of an effective glass collection policy inside and outside, including perimeter checks.	
<b>E24</b>	Must provide evidence of effective spillage and broken glass policy.	
<b>E25</b>	Must provide evidence of a written fire safety risk assessment completed by a competent person, which has been completed or reviewed in the last twelve months.	
<b>E26</b>	Must have an adequate fire detection warning system and fire-fighting equipment in place. That has been serviced in the last 12 months	
<b>E27</b>	Fire exits must be free from obstruction and well-lit at all times.	
<b>E28</b>	Must provide evidence that all fire safety checks for lighting / alarm call points are documented.	
<b>E29</b>	Must provide a copy of a current Gas safety certificate for inspection	
<b>E30</b>	Must provide copies of a current electrical safety certificate and / or annual inspections carried out by a qualified engineer	
<b>E31</b>	Can provide evidence of a risk assessment for 'noise' at work.	

<b>E32</b>	Must provide evidence of procedures for dealing with emergency situations. Building evacuation / Lock down in the event of an emergency (e.g. terrorism, power loss, flooding etc.) and evidence regular evacuation training exercises		
<b>D33</b>	All bottle skips or bins in public areas within the vicinity of the premises to be secured / locked.		
<b>D34</b>	Has measures in place to prevent patrons leaving the premises with glasses / bottles.		
<b>D35</b>	Voluntarily uses alternative to glass for special events, drinks that are taken outside or general service where risk assessed.		
<b>D36</b>	Provides / displays information to customers with regard to accessing taxis and public transport.		
<b>B37</b>	Provides a first aid room / quiet area to assist injured persons...		
<b>B38</b>	Provides a safe waiting area for customers to wait for taxis or other transportation.		

<b>Section C – Prevention of Public Nuisance</b>		<b>Points</b>
<b>E39</b>	<p>Must provide evidence of a policies in line with any relevant licensing conditions to prevent noise nuisance.</p> <ul style="list-style-type: none"> <li>• Customers when leaving</li> <li>• Noise emanating from open doors / windows</li> <li>• Queues / Beer Gardens</li> </ul>	
<b>E40</b>	<p>Must have a policy to prevent the accumulation of litter around the external area of the premises</p>	

<b>Section D – Protection of Children from Harm</b>		<b>Points</b>
<b>E41</b>	<p>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).</p>	
<b>E42</b>	<p>Clear policies and procedures specific to the protection of children are in place (e.g. risk assessments).</p>	
<b>D43</b>	<p>Provides customers with the opportunity to apply for proof of age (PASS) cards</p>	

<b>Section E – Social Responsibility</b>		<b>Points</b>
<b>E44</b>	Venue must have employers / public liability insurance.	
<b>E45</b>	Must ensure that any security company or outside contractor employed by the venue has adequate insurance cover with details available for inspection.	
<b>E46</b>	Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures.	
<b>E47</b>	Consider the impact of drinks promotions and special events (e.g. risk assessment).	
<b>D48</b>	Has clear alcohol unit content information available to customers. <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a> (Larger venues only).	
<b>D49</b>	Displays Drinkaware or similar materials such as unit information point of sale materials etc. <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>	
<b>D50</b>	Information is available to customers about alcohol advice services. <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>	
<b>D51</b>	Consults regularly with neighbourhood businesses / residents to ensure continued harmonious relationships.	
<b>B52</b>	Can demonstrate that they are supporting initiatives such as Street / Taxi marshals, night angels, street pastors etc.	
<b>B53</b>	Where appropriate is involved in suitable community initiatives	



<b>Section F – Safeguarding and Vulnerability</b>		<b>Points</b>
<b>D54</b>	Has clear procedures in place to protect young and vulnerable persons from being harmed or exploited by gambling	
<b>D55</b>	Ensures that all gaming machines are placed in full view of the bar so their usage can be monitored by bar staff	
<b>D56</b>	Has information / signage regarding gambling support services available on or near gaming machines <a href="http://www.gambleaware.co.uk">www.gambleaware.co.uk</a> <a href="http://www.gamblingcommission.gov.uk">www.gamblingcommission.gov.uk</a>	
<b>D57</b>	Has a procedure in place to deal with a drunk / vulnerable individual	
<b>D58</b>	Has a policy and / or a procedure in place to deal with a customer who contacts a member of staff and asks for assistance e.g. 'Ask for Angela'	

<b>Section G – Training (one point awarded for each subject)</b>		<b>Points</b>
<b>E59</b>	<p>Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:</p> <ul style="list-style-type: none"> <li>• Drunkenness – Refusal of service / How to deal with a drunk person</li> <li>• Disorder -</li> <li>• Drugs – What to do if drugs are found</li> <li>• Crime Scene Preservation</li> <li>• Fire Evacuation and use of Fire Equipment</li> <li>• Responsible Alcohol Retailing</li> <li>• Conflict Management</li> <li>• Counter Terrorism</li> <li>• Sexual Exploitation / Harassment</li> <li>• Safeguarding / Vulnerability</li> </ul>	
<b>D60</b>	<p>Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:</p> <ul style="list-style-type: none"> <li>• Drinkaware Crew (<a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>)</li> <li>• First Aid</li> </ul>	

## **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)