



## 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

**Total Score:**

**Accredited (100% of essential criteria met)**

**YES [ ]**

**NO [ ]**

### 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 to include security as agenda item.	
<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 and that this log / register is regularly checked by the manager. (Larger venues only).	
<b>E3</b>	Describe your policy on searching patrons.	
<b>E4</b>	Must have an incident book and record each incident.	
<b>E5</b>	Clear policy regarding safe disposal of drugs.	
<b>E6</b>	Has a proactive approach to preventing drug use including evidence of regular toilet monitoring, controlling flat surfaces etc.	
<b>E7</b>	Must provide evidence of a clear policy on prevention of illegal drug & psycho-active substance (legal high) use and supply on the premises.	
<b>E8</b>	Must provide evidence of a lost property recording system or locked box / cupboard.	
<b>E9</b>	Must provide evidence of an audit trail in relation to confiscated items, eg. knives, fake ID.	
<b>E10</b>	Private areas are kept locked and secured when premises are open.	
<b>E11</b>	Must provide evidence of policies in place for preventing and dealing with disorder, weapons, managing conflict and recording incidents.	
<b>D12</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 is readily available on request from the police at all times during operational hours.	

<b>D13</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>D14</b>	There is a responsible person who is able to provide that data to the police upon request.		
<b>D15</b>	Mapping system used to identify hot spots within the premises. (Larger venues only).		
<b>D16</b>	All Staff are easily identified, e.g. use of tabards, uniforms, high vis garments etc.		
<b>D17</b>	Door company registered as an SIA Approved Contractor.		
<b>D18</b>	Takes practical steps to discourage drink driving.		
<b>D19</b>	Has a clear anti-theft policy.		
<b>D20</b>	Clear procedures are in place for determination and preservation of crime scene and witness details until police arrive.		
<b>B21</b>	Any additional security measures in place (e.g. metal detectors, door arches, wands, ID scanners, breathalysers, panic buttons etc). (Larger venues only).		
<b>B22</b>	Door staff or security management attend regular licensing meetings, and share the minutes with their door teams.		
<b>B23</b>	Provides anti drink spiking devices. (Larger venues only).		
<b>B24</b>	Displays customer information with regards to drug misuse. (Larger venues only).		
<b>B25</b>	Have additional anti-theft measures in place (e.g. bag hooks, mirrors etc).		

<b>Section B - Public Safety</b>		<b>Points</b>
<b>E26</b>	Must have a written policy to prevent and deal with drunkenness.	
<b>E27</b>	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>E28</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>E29</b>	Must provide evidence of a written accident recording system.	
<b>E30</b>	Can demonstrate how they manage capacity, including outside areas.	
<b>E31</b>	Has one appointed person with access to an adequate first aid provision.	
<b>E32</b>	Must provide evidence of a procedure for building evacuation in the event of an emergency (e.g. terrorism, power loss, flooding etc).	
<b>E33</b>	Must provide evidence of an effective glass collection policy inside and outside, including perimeter checks.	
<b>E34</b>	Must provide evidence of effective spillage and broken glass policy.	
<b>E35</b>	Must provide evidence of a written fire safety risk assessment which has been completed or reviewed in the last twelve months.	
<b>E36</b>	Must have an adequate fire detection warning system in place.	
<b>E37</b>	Fire exits must be free from obstruction and well lit at all times.	
<b>E38</b>	Must provide evidence that all fire safety checks are documented.	

<b>E39</b>	Must provide evidence of fire equipment being inspected / serviced annually.		
<b>E40</b>	Must provide evidence of annual fire evacuation training exercises.		
<b>E41</b>	Must have regular gas safety (annually) and electrical (5 yearly) checks.		
<b>E42</b>	Can provide evidence of a risk assessment for 'noise' at work.		
<b>D43</b>	Conducts regular evacuation training exercises for fire, bomb scares etc.		
<b>D44</b>	Notifies the Police Licensing / other agencies of any special events.		
<b>D45</b>	All bottle skips or bins in public areas within the vicinity of the premises to be secured / locked.		
<b>D46</b>	Has measures in place to prevent patrons leaving the premises with glasses / bottles.		
<b>D47</b>	Voluntarily uses alternative to glass for special events, drinks that are taken outside or general service where risk assessed.		
<b>D48</b>	Provides / displays information to customers with regard to accessing taxis and public transport.		
<b>B49</b>	Provides a first aid room / quiet area to assist injured persons. (Larger venues only).		
<b>B50</b>	Provides a safe waiting area for customers to wait for taxis or other transportation. (Larger venues only).		

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

<b>Section D – Protection of Children from Harm</b>		<b>Points</b>
<b>E54</b>	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).	
<b>E55</b>	Clear policies and procedures specific to the protection of children are in place (e.g. risk assessments).	
<b>D56</b>	Provides customers with the opportunity to apply for proof of age cards (e.g. PASS).	

<b>Section E – Social Responsibility</b>		<b>Points</b>
<b>E57</b>	Venue must have employers / public liability insurance.	
<b>E58</b>	Must ensure that any security company or outside contractor employed by the venue has adequate insurance cover with details available for inspection.	
<b>E59</b>	Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures.	
<b>E60</b>	Consider the impact of drinks promotions and special events (e.g. risk assessment).	
<b>D61</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>D62</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>D63</b>	Information is available to customers about alcohol advice services. <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>		
<b>D64</b>	Consults regularly with neighbourhood businesses / residents to ensure continued harmonious relationships.		
<b>B65</b>	Are aware of additional initiatives such as street marshalling, night angels, street pastors etc.		
<b>B66</b>	Where appropriate is involved in a suitable community initiative (e.g. Schools Project, CDRP, Neighbourhood Watch etc).		
<b>B67</b>	Uses info / leaflets / publicity to inform customers and employees about behaviours associated with alcohol / drunkenness (e.g. drink spiking, sexually transmitted diseases etc). <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a> (Larger venues only).		

<b>Section F – Training (one point awarded for each subject)</b>		<b>Points</b>
<b>E68</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</li> <li>• Disorder</li> <li>• Drugs</li> <li>• Crime Prevention</li> <li>• Fire and use of fire equipment</li> <li>• Responsible Alcohol Retailing</li> <li>• Conflict Management</li> </ul>	



**D69** 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))

**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)