



Scoring Booklet – On Licence

Applicants Details		
Applicant Name:		
Premises Name:		
Operating Company:		
Address:		
Classification:		

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

Section a - Prevention of Crime & Disorder			Points
E1	Must provide evidence of regular staff meetings		
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. Evidence is required to show that this log / register is regularly checked by the manager / DPS		
E3	Must provide evidence of a policy for searching patrons.		
E4	Must provide evidence of a documented incident recording system and that the log is being regularly signed off by the manager / DPS		
E5	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		
E6	Must have a procedure in place to deal with the safe retention and disposal of drugs and other sensitive items		
E7	Must provide evidence of a lost property policy and recording system		
E8	Must ensure that all doors to restricted areas are kept locked during trading period		
E9	Must provide evidence of policies and procedures in place to deal with crime & disorder, and crime scene preservation		
E10	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.		

D11	Subscribes to the Surveillance Camera Commissioners code of practice. www.gov.uk/government/publications/surveillance-camera-code-of-practice		
D12	Mapping system used to identify hot spots within the premises.		
D13	All Staff are easily identified, e.g. use of tabards, uniforms, high vis garments etc.		
D14	Door company registered as an SIA Approved Contractor.		
B15	Has extra measures in place to cut down the risk of thefts taking place on the premises		
D16	Can provide evidence of anti-drink spiking devices behind the bar and personal safety messaging in the public areas		
E17	Must provide evidence of a pro-active approach to responsible alcohol retailing and provide evidence of policies to prevent and deal with drunkenness		
E18	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.		
E19	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.		
E20	Must evidence an accident recording system compliant with the Health and Safety at Work Act		
E21	Can demonstrate how they manage capacity, including outside areas.		

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

E32	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		
D33	All bottle skips or bins in public areas within the vicinity of the premises to be secured / locked.		
D34	Has measures in place to prevent patrons leaving the premises with glasses / bottles.		
D35	Voluntarily uses alternative to glass for special events, drinks that are taken outside or general service where risk assessed.		
D36	Provides / displays information to customers with regard to accessing taxis and public transport.		
B37	Provides a first aid room / quiet area to assist injured persons...		
B38	Provides a safe waiting area for customers to wait for taxis or other transportation.		

Section C – Prevention of Public Nuisance		Points
E39	Must provide evidence of a policies in line with any relevant licensing conditions to prevent noise nuisance. • Customers when leaving • Noise emanating from open doors / windows • Queues / Beer Gardens	
E40	Must have a policy to prevent the accumulation of litter around the external area of the premises	

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

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

Section F – Safeguarding and Vulnerability			Points
D54	Has clear procedures in place to protect young and vulnerable persons from being harmed or exploited by gambling		
D55	Ensures that all gaming machines are placed in full view of the bar so their usage can be monitored by bar staff		
D56	Has information / signage regarding gambling support services available on or near gaming machines www.gambleaware.co.uk www.gamblingcommission.gov.uk		
D57	Has a procedure in place to deal with a drunk / vulnerable individual		
D58	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'		

Section G – Training (one point awarded for each subject)		Points
E59	Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for: • Drunkenness – Refusal of service / How to deal with a drunk person • Disorder - • Drugs – What to do if drugs are found • Crime Scene Preservation • Fire Evacuation and use of Fire Equipment • Responsible Alcohol Retailing • Conflict Management • Counter Terrorism • Sexual Exploitation / Harassment • Safeguarding / Vulnerability	
D60	Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for: • Drinkaware Crew (www.drinkaware.co.uk) • First Aid	

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)