

WOKING

BEST BAR NONE

Be recognised as the best



ASSESSMENT BOOKLET



#WEAREWOKING



Woking News & Mail

Office of the Police and Crime
Commissioner for Surrey





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 <input type="checkbox"/>	NO <input type="checkbox"/>
Note to Assessors One point should be awarded for each completed answer.		

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	<p>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.</p> <p>If the premises being assessed never employs door staff, then they will automatically awarded the point.</p>		
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	All Staff are easily identified, e.g. use of tabards, uniforms, high vis garments etc.		
D13	Door company registered as an SIA Approved Contractor.		
B14	<p>Has extra measures in place to cut down the risk of thefts taking place on the premises.</p> <p>Points can be awarded for each of the following measures found to be in place (maximum 14).</p> <ul style="list-style-type: none"> • Bag clips under tables • Mirrors • Lighting • Roving security patrols • Advice notices/signs or other material displaying anti-theft messages / strategies • Staff lockers • Cloakroom • DJ announcements • Property patrols • Regular toilet checks with documented check lists • Window locks • Staffed 24 hours • 24 hour security (including CCTV coverage) • Layout designed to ensure effective observations can be carried out by staff at all times 		
B15	Can provide evidence of anti-drink spiking devices behind the bar and personal safety messaging in the public areas.		
B16	Mapping system used to identify hot spots within the premises.		

Section B – Public Safety

Points

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.		
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. It is up to the discretion of the assessor to determine whether the glass collection policy appears to be proportionate to the type, size or capacity of the premises, giving careful consideration to the way the responsibility for this task is allocated.		
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	<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"> • Customers when leaving • Noise emanating from open doors / windows • Queues / Beer Gardens 	
E40	<p>Must have a policy to prevent the accumulation of litter around the external area of the premises.</p>	

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

Section E – Social Responsibility		Points
E44	<p>Venue must have employers / public liability insurance.</p>	
E45	<p>Must ensure that any security company or outside contractor employed by the venue has adequate insurance cover with details available for inspection.</p> <p>If the premises being assessed never employs door staff, then they will automatically awarded the point.</p>	
E46	<p>Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures.</p>	
E47	<p>Consider the impact of drinks promotions and special events (e.g. risk assessment).</p>	

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

Points

<p>E59</p>	<p>Please note: one point awarded for each subject.</p> <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"> • 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 		
<p>D60</p>	<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"> • Drinkaware Crew www.drinkaware.co.uk • First Aid 		

Section H – 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

BEST PRACTICE
BUILD REPUTATION
REWARD EXCELLENCE



Contacts

Business Liaison Team
Woking Borough Council
Civic Offices, Gloucester Square
Woking GU21 6LY

 01483 743487

 businessliaison@woking.gov.uk



#WEAREWOKING



Woking News & Mail

Office of the Police and Crime
Commissioner for Surrey

