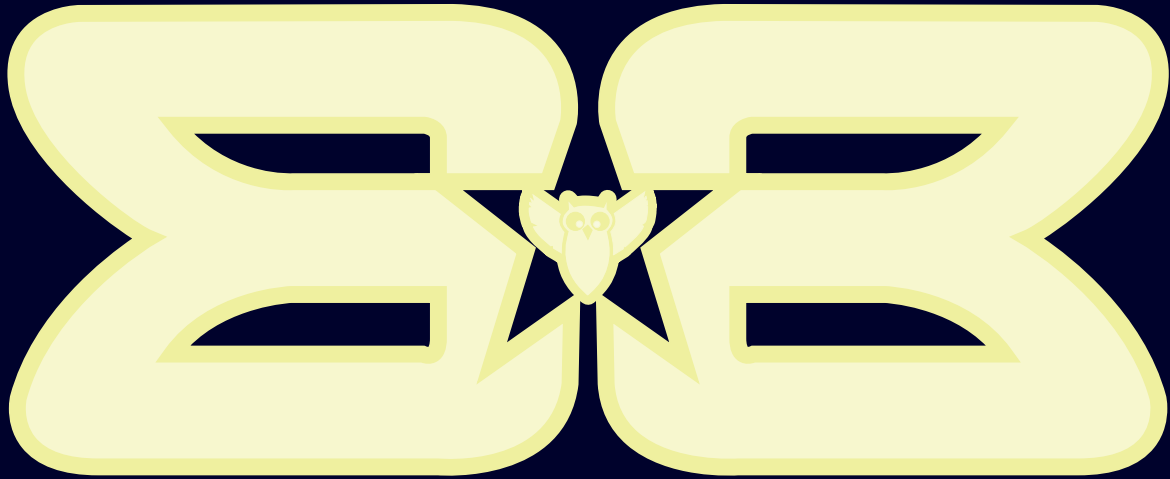


OFF LICENCE LANCASHIRE



BEST BAR NONE SCORING BOOKLET

Applicants Details

Applicant Name

Premises Name

Operating Company

Address

Classification

OFF LICENCE

Supported by



Scoring Totals

Essential (must score 100% to be accredited)		
Desired		
Bonus		
Total Score		
Accredited	YES []	NO []
Finalist	YES []	NO []
FURTHER COMMENTS (Examples of good practice and areas for improvement. Notes Judges)		

Section A - Prevention of Crime and Disorder (Police)

Security		Evidenced
E	Must have written accident recording system	
E	IF doorstaff employed, must be registered by SIA	
D	Has written incident recording system	
D	Has lost and found property system	
D	Records details of persons barred/ejected	
D	Staff are easily identified	
D	Has either hard drive CCTV or tape system with 31 tapes, locked away with documented system	
B	Full minutes are taken of security briefings and any follow up action	
B	Mapping system used to identify hot spots within the premises	
B	Records each incident/accident and sends copies to head office or area manager etc	
For Notes please use space at rear of booklet		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section A - Prevention of Crime and Disorder (Police)

Drinks / Drunkenness		Evidenced
E	Has clear and effective policies to prevent and deal with drunkenness	
E	Staff must be trained regarding drunkenness	
D	Has documented staff training package with regard to drunkenness	
D	Has clear policy regarding preventing incidents of disorder by persons under the influence of drink	
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to drunkenness	
B	Provides conflict resolution training for staff when dealing with drunken / drugged customers	
Notes		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section A - Prevention of Crime and Disorder (Police)

Thefts / Burglary

Evidenced

E	Must have a clear anti-theft strategy in place	
E	Must provide staff training with regard to crime prevention	
E	Has alarm or other security measures to protect the premises when empty	
D	Has Documented staff training package with regard to thefts	
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to crime prevention	
Notes		

E Essential Criteria

D Desired Criteria

B Bonus Criteria

Section A - Prevention of Crime and Disorder (Police)

Disorder

Evidenced

E

A policy is in place for the preservation of crime scene until police arrive

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section B - Public Safety (Police)

First Aid

Evidenced

E

Must have first aid facilities within the venue

D

Has at least one first aider on duty at all times

D

Has documented accident recording system in place

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section B - Public Safety (Police)

Public security		Evidenced
E	Has formal procedure for ensuring all doors are unlocked when premises are open.	
D	Must have a strategy for addressing issues of public security	
D	Provides staff training in relation to unattended/suspect packages AND/OR emergency evacuation (whether to same as fire evacuation or separate)	
D	Must have a plan for building evacuation in the event of emergency (whether to same as fire evacuation or separate)	
D	Has documented staff training re unattended/suspect packages and evacuation	
B	Conducts mock evacuation training exercises (whether to same as fire evacuation or separate)	
B	Undertakes full building check for security threats prior to opening to the public	
Notes		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section B - Public Safety

Fire safety		Evidenced
E	Must have a fire detection / warning system in place	
E	Fire exits must be free from obstruction and well lit at all times	
E	Fire safety risk assessment has been completed	
E	Staff must be trained in fire safety procedures	
D	All fire safety checks are documented	
D	Any equipment must be inspected / serviced regularly	
D	Has documented staff training regarding fire safety	
B	Has practical training with fire extinguishers and other emergency equipment	
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to fire safety	
Notes		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section B - Public Safety (Trading Standards)

Building Safety

Evidenced

E

Must ensure that building and contents are in good order at all times

D

Has effective spillage policy

B

Has effective cleaning strategies to prevent trips/falls

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section C - Prevention of Public Nuisance (Trading Standards)

Noise		Evidenced
D	Deliveries, servicing etc are done with thought to neighbours	
D	Has a clear dispersal policy relating to customers leaving the premises	
D	Has clear dispersal policy regarding groups collecting in immediate vicinity premises	
Notes		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section C - Prevention of Public Nuisance (Trading Standards)

Community Engagement

Evidenced

D

Is a member of 'Off watch' or other recognised partnership / crime prevention group

B

Is involved in a suitable community initiative

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section C - Prevention of Public Nuisance (Trading Standards)

Litter / Waste

Evidenced

D

Clears surrounding area of litter from premises

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section D - Protection of Children from Harm (Trading Standards)

Children		Evidenced
E	Evidence that premises has a procedure for spotting and dealing with proxy purchases	
E	Must have strict control with U18's buying, consuming or being supplied with alcohol/age related products	
E	Staff must be trained regarding age/alcohol restricted products related offences	
E	Uses only passport, photo driving license or accredited 'pass' card as proof of age	
D	Has documented staff training package with regard to age restricted products/alcohol related offences	
D	Displays appropriate posters or other materials warning against under age drinking or stating that proof of age may be required, challenge 21 etc	
B	Records when staff have undertaken training, provides ongoing and recorded training or sets exams with regard to age/alcohol related matters	
B	Evidence to suggest that premises utilises evidence given in age check	
B	Evidence that CAAPs material is displayed in premises	
D	Compliance with the general Trading Standards legislation e.g. food labelling	
Notes		

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Section E - General Comments

Please use this space to make any further (evidenced) comments with regard to this

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria

Notes - additional

Notes - additional

Notes - additional



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