



Scoring Booklet – Small Bars

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:	
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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
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	
E4	Must have an incident book and record each incident.	
E5	Clear policy regarding safe disposal of drugs.	
E6	Has a proactive approach to preventing drug use including evidence of regular toilet monitoring, controlling flat surfaces etc.	
E7	Must provide evidence of a clear policy on prevention of illegal drug & psycho-active substance (legal high) use and supply on the premises.	
E8	Must provide evidence of a lost property recording system or locked box / cupboard.	
E9	Must provide evidence of an audit trail in relation to confiscated items, eg. knives, fake ID.	
E10	Private areas are kept locked and secured when premises are open.	
E12	Must provide evidence that security is considered on a regular basis (eg Members' committee discuss security as an agenda item)	
E13	Describe the policy to ban customers who have caused problems in the past	

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

E39	Must provide evidence of fire equipment being inspected / serviced annually.		
E41	Must have regular gas safety (annually) and electrical (5 yearly) checks.		
D44	Notifies the Police Licensing / other agencies of any special events.		
D45	All bottle skips or bins in public areas within the vicinity of the premises to be secured / locked.		
D46	Has measures in place to prevent patrons leaving the premises with glasses / bottles.		
D47	Voluntarily uses alternative to glass for special events, drinks that are taken outside or general service where risk assessed.		
D48	Provides / displays information to customers with regard to accessing taxis and public transport.		
E43	Must provide evidence of a fire safety risk assessment which has been completed or reviewed in the last twelve months. (Written assessments only needed if 5+ employees)		

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

Section D – Protection of Children from Harm		Points
E54	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).	
E55	Clear policies and procedures specific to the protection of children are in place (e.g. risk assessments).	

Section E – Social Responsibility		Points
E57	Venue must have employer's liability insurance (if persons employed)/ public liability insurance.	
E58	Must ensure that any security company or outside contractor employed by the venue has adequate insurance cover with details available for inspection.	
E59	Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures.	
E60	Consider the impact of drinks promotions and special events (e.g. risk assessment).	

Section F – Training (one point awarded for each subject)**Points****B54**

Must provide evidence where any staff are employed (not volunteers) how they keep their knowledge of the following updated:

- Drunkenness
- Disorder
- Drugs
- Crime Prevention
- Fire and use of fire equipment
- Responsible Alcohol Retailing
- Conflict Management
- Safeguarding

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)

