



**Lancashire
Constabulary**
police and communities together

Operation Honour

Headquarters Division

Lancashire Constabulary



Herman Goldstein POP Award 2008

Summary

Scanning - High levels of crime and anti-social behaviour are connected to licensed premises, with alcohol being the main factor in the majority of cases.

Licensed premises are visited by all agencies and on a number of occasions they have no records available of staff training or crime prevention strategies. This leads to premises not adequately checking to ensure they are safe for members of the public to frequent.

Analysis – Licence premises can be separated into three distinct groups:

1/ Managed House – owned and operated by multi-national companies with licensees employed by the company

2/ Freehold – Premises are owned and operated by the licensee

3/ Tenanted – Premises are owned by a company but then subleased to licensee

With such diverse ownership, the standard of training and safety policies within the industry differ considerably.

An example of the lack of compliance is that between Jan 07 – Dec 07, in one policing division there were 43 prosecutions of on and off licence premises for breaches of legislation and 21 licensing reviews. The prosecutions are as a result of breaches of the no smoking legislation, under age sales and breaches of licensing regulations

Response -

- Create an award scheme to accredit premises who meet a minimum standard of operation.
- Obtain the support of other statutory authorities – Lancashire Fire and Rescue Service and local authority teams to conduct inspections.
- Produce application and marking sheets which cover the 4 key licensing objectives and encourage premises to engage.
- Inspect licence premises as multi-agency teams and mark in line with marking sheets.
- Provide positive and constructive feedback to those premises who fail to meet minimum standard.
- Set up independent judging panel to select best premises.
- Arrange 'black tie' dinner and awards.
- Provide feedback to all premises.

Assessment –

- 161 licensed premises within Lancashire completed the application form and received multi-agency inspection - consisting of fire service, Police and Local authorities.
- 104 premises were graded as meeting the minimum standard and 57 premises given positive interventions immediately. 104 premises given positive interventions after awards dinner.
- Compliance increased with legislation in one division resulting in a decrease in prosecutions from 47% to 27%
- 313 people attended the formal award ceremony.
- Policies and procedure improved in premises.
- Improved partnership activity.

Significant press interest show in initiative and awareness of general public of scheme increased.

Total Word - 397

Scanning

Alcohol plays an important part in UK culture, with approx 90% of the adult population consuming alcohol on a regular basis. The revenue generated for HM Customs and Excise through alcohol sales is currently estimated to generate approx £7 billion pounds.

The vast majority of people who consume alcohol do so in a responsible manner, either when meeting friends, over a meal or generally socialising. However, there is a growing number of people who use alcohol to excess and regularly consume alcohol to such an extent that they put themselves at significant risk or in danger or put other people in danger of being subject to physical assaults.

Recent estimates put the cost to the UK economy at approx £20 billion pounds to deal with the issues generated through excessive alcohol consumption. This can be further broken down to: crime accounting for £12 billion, health between £1.76 to £3 billion and the economy £6.4 billion.

Recent estimates have indicated that excessive alcohol consumption is a key factor in approx 40% of violent crime.

Nationally, there have been some 177,200 licenses granted to premises to sell alcohol and of these some 62,700 are premises which could typically be classes as public houses or nightclubs. These premises allow for members of the public to frequent the building and if typically over the age of 18, purchase alcohol for consumption either ON or OFF the premises.

In Lancashire, there are approx 2365 premises (3.7%), which fall within the same category. In addition, 1 particular area, namely Western Division, has over ½ of the forces licence premises. Outside the City of Westminster and Birmingham, Blackpool has the third highest concentration of licence premises in the UK. This brings its own issues in relation to crime and disorder.

As a result of large numbers of premises in close proximity, competition between them is fierce and whatever advantage one premises can get over another can often lead to increased profitability. This can often involve premises cutting corners and not complying with their legal requirements (Fire Safety, Health and Safety, Environmental Protections and Licensing).

Within Lancashire, there are a number of large operators who own and operate a number of premises. These are typically situated in the main town and city centres and licensees are placed into the premises to run them in accordance with the companies set policies. Licensees are employed by the company and must comply with company instructions. (Managed Houses).

However, by far the largest proportion of premises are either privately owned or the building is owned by a company which then leases it out to the tenants (**Free Hold or Tenanted**). This brings its own issues as the vast majority of these premises do not have any formal / recognised management structure behind them and it is down to the tenant / owner to ensure compliance with legislation.

As all licence premises are operated on an individual basis (even those operated by national chains), it is down to the licensee or manager of the unit to comply with the wide variety of legislation (Health and Safety, Fire Safety and Licensing). The result is that licensees have the responsibility to ensure that staff are trained to the appropriate standards and comply with legislation.

Licensing officers, using experience and knowledge gained during the numerous high profile visits conducted to licence premises (some 6000 visits conducted in July and Aug 07 in Lancashire) identify a lot of the factors separating poorly operated premises and good ones. These factors centre around the licensee, i.e. staff training, knowledge of legislation etc.

All the agencies have identified this as a major factor in the way that the premises respond to incidents of alcohol related crime.

Within Western division alone, between Jan 07 – Dec 07, there were 43 prosecutions of on and off licence premises for breaches of legislation resulting in 21 licensing reviews. The prosecutions are as a result of breaches of the no smoking legislation, under age sales and breaches of licensing regulations

To help and assist licensees address any problems, there are a number of recognised training providers available for companies to use as well as local delivers. However, using any external training provider, there will be a substantial financial cost to the unit concerned. Licence premises are quite often staffed by students of staff on a part time basis and as such the workforce is very transient.

Agencies concerns

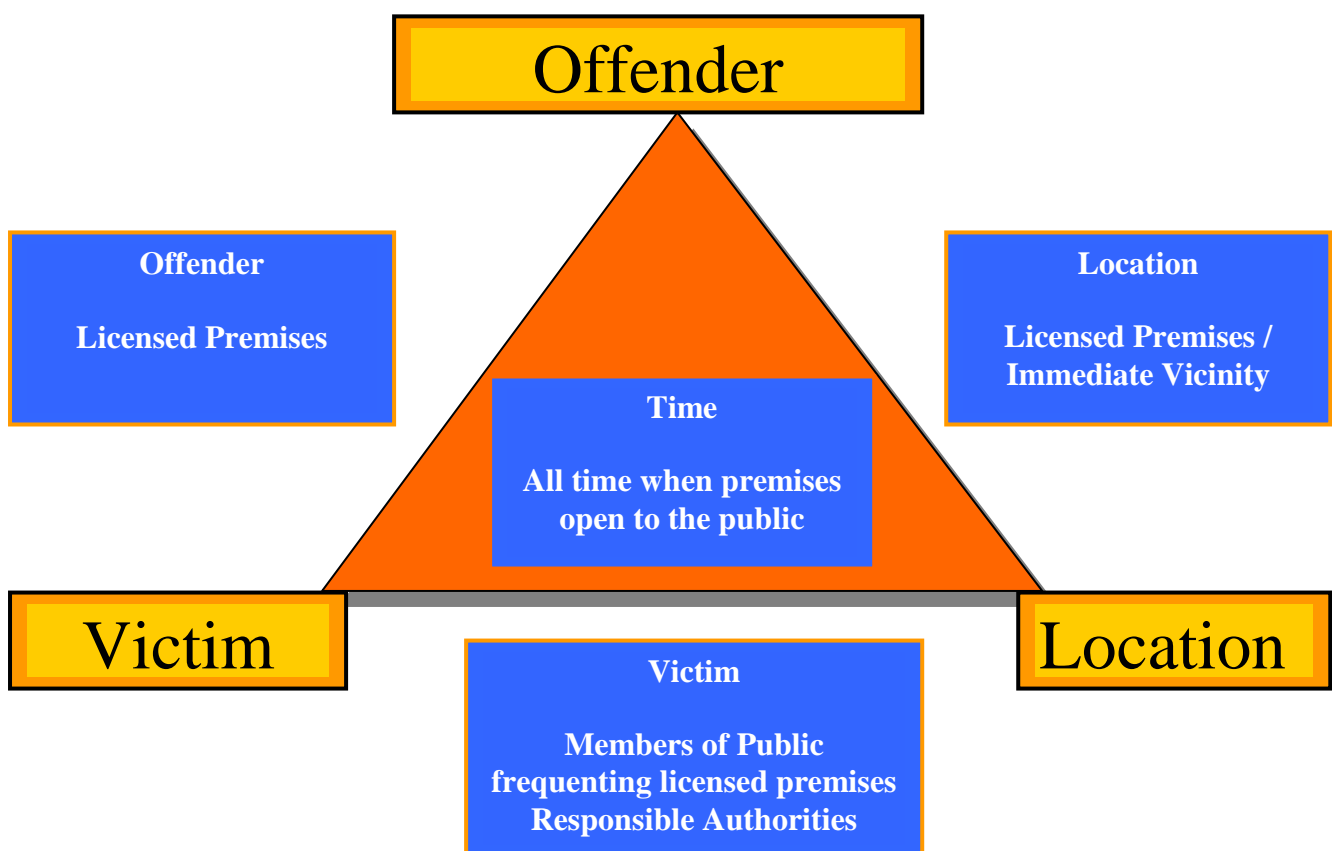
All agencies involved in the night time economy have a vested interest in improving standards within licensed premises. The key players are trading standards, licensing enforcement teams from the 14 local authorities, health and safety departments, environmental health departments, Lancashire Fire and Rescue Service and Lancashire Constabulary.

Within the county it was recognised through the multi-agency meetings that take place on a regular basis (quarterly) that a minimum standard of policies and procedure would be beneficial to licensee, to ensure the running of safe venues.

These meetings are attended by the alcohol industry and they were keen to work alongside the Police and partners to improve the standards within licence premises and remove the stigma of poorly operated venues.

The licensing industry also has a keen interest in reducing crime within their premises as those that take a positive stance to reducing criminal activity avoid the chances of being taken to review of their premises licence and being prosecuted for breaches of legislation.

Analysis



Licence premises, whilst owned by a number of large multi-national companies, are often run by licensees who are left to operate the premises by themselves and given very little help and assistance to do so. As a result the standard of training and safety policies contained within venues differs widely.

Whilst the larger multi-nationally owned and operated premises have the benefit of major investments financially, the standard of training delivered to staff varies widely between premises. An example of such an issue would be a company called Laurel Pub Company. This is a multi-national chain which has spent millions of pounds producing training records and due

diligence records. However, whilst this is at a national level, no account is made to alter the training to reflect local circumstances or the fact that the licensee may not deliver the training at all.

Due to the number of 'ON' licensed premises concerned and it not been a recordable crime or incidents, the data analysis could only be gathered from experience of those officers conducting licence inspections and the number of premises taken to task over there operating practices.

The following graph shows data collected in relation to the number of premises within Lancashire who have sold alcohol to persons under the age of 18, during test purchase operations (stings).

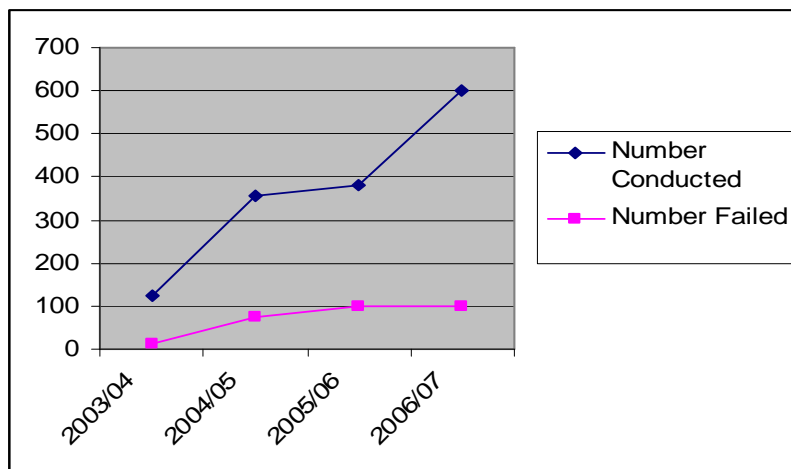


Fig 1

The chart above (Fig 1) illustrates that from 2003 there has been a steady increase in the number of premises that have been subject to test purchase operations. There has also been a steady increase in the number of sales made to underage people during these operations. Although the graph above shows a levelling in the number of sales made this can be put down to greater licensee / staff awareness of the tactics used by the partners

Fig 2 below – Shows that between January 07 and April 07 over 44% of premises visited were found to have significant problems with policies and procedures which resulted in formal criminal prosecutions.

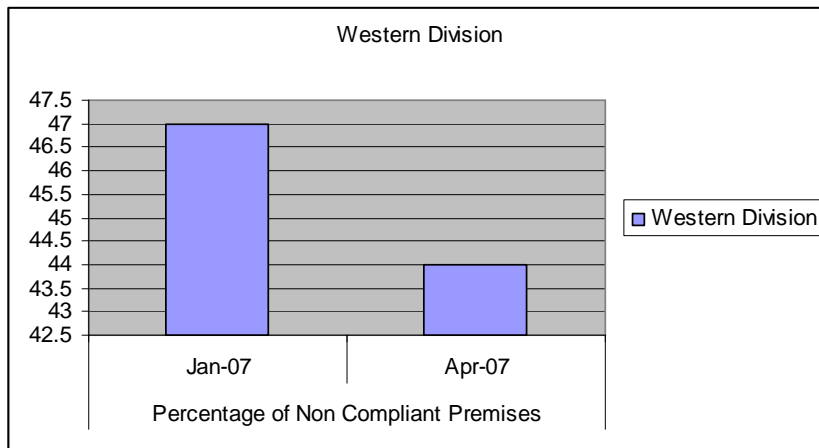


Fig 2

Victim

The victims can be separated into a number of different categories, they are:

a) The owners of the premises who provide training and assistance to the licence holders and they subsequently expect this to be delivered to employees locally. *This is often the case but not to a good enough standard.*

b) The staff who are employed at the premises that are often exposed to criminal activity without having the relevant skills and abilities to deal with it effectively.

c) The management of the premises (normally the licensee) who is often passed from pillar to post to meet the legal obligations under health and safety, fire safety and E.P legislation, without having the relevant skills or knowledge to comply.

d) The general public who are often exposed themselves to dangers when frequenting licensed premises that are not complying with their statutory obligations.

Offenders

Again the main offenders - normally through ignorance or lack of knowledge are the managers of licensed premises.

This can be attributed to the fact that managers of premises are under pressure to sell alcohol and make a profit by the breweries and yet they are under increasing pressure from the Responsible Authorities to comply with their relevant legislation.

As a result licence holders cut corners in an attempt to meet all their legal obligations; the reality is they rarely meet any of them fully.

Locations

As no single premises are solely responsible for the problem and it is more of an industry wide issue, it is not possible to target a specific area or location.

Who has a vested interest – Partners

Lancashire Primary Care Trusts – who have to deal with the fall out of alcohol related crime through hospital admissions, often repeat admissions.

Lancashire Fire and Rescue Service – premises who cut corners or fail to comply with legislation put themselves and members of the public at risk.

12 borough council and 2 unitary authority licensing teams – local authorities have a statutory obligation to address breaches of legislation and licensing legislation under the 2003 licensing act and other legislation.

British Beer and Pub Association – This body represents approx 95% of the brewing industry.

Response

The response will be for the partnership to create a scheme where managers of premises can strive to not only meet their legal responsibilities but also go over and above the minimum required.

How the POP will be assessed and what success would look like?

- 1) Number of premises who take up the offer of completing the application pack and being inspected.
- 2) Number of premises meeting the minimum standards of operation and being accredited.
- 3) Number of premises receiving feedback in how to improve.
- 4) Number of people attending formal dinner
- 5) Feedback from public, premises and partner agencies.

In order to gauge the success of the scheme, a KPI (Key performance indicator) of 75 premises to apply for the scheme was put down for the first year (2007).

Planned Partners Response

Primary Care Trust partners on the scheme will provide the financial support that will allow for an officer to co-ordinate the activity in this field.

Lancashire Fire and Rescue Service and the local authorities will be key in providing a fully holistic approach in checking and ensuring the premises comply with their legal requirements and to give expert help and assistance to premises in how they can improve and comply with legislation.

Commitment from the fire service and local authorities has been approved by senior management of these organisations. Typically the premises being encouraged to take part in the scheme are typically those where violent crime, Anti-social behaviour and criminal damage are prevalent.

The licensed trade are typically hard to reach and by conducting the visits as a multi-agency team through the scheme, all issues are addressed in one hit.

Planned Police Response

Through engagement with partner agencies, the Police will create an award scheme targeting specifically the 'ON' licence trade which will address all the aspects of the industries legal obligations.

The Constabulary will encourage premises owners and operators to apply to become part of a scheme called **Best Bar None**. This encouragement will be delivered through the existing engagement with the trade.

The scheme will have a number of specific milestones and these can be summarised as follows:-

1. All 'ON' licence premises will be sent out information in the form of a flyer outlining the benefits of joining the scheme and getting a free health check by the statutory bodies – See appendix 1 for the flyer.
2. A Best Bar None application form will be produced and endorsed by the statutory authorities (Fire, Councils etc) to ensure it covers their own requirements. – See appendix 2 for the application form.
3. Premises will be encouraged to complete an application form covering the 4 key licensing objectives under the 2003 Licensing Act – these being

- a. Prevention of Crime and disorder
- b. Prevention of Public Nuisance
- c. Protection of public safety
- d. Prevention of children from harm.

Premises will be also asked to classify themselves into one of the three categories – Pub / Bar, Nightclub and Community Bar in order that they can be compared to premises of a similar type.

4. A dedicated training package will be developed and delivered to representatives from the 3 main statutory bodies (Police, Fire and Local Authority). This will ensure a standardised approach to the inspection stage and to ensure premises maintain a minimum standard of operation.
5. All application forms which have been completed will be marked against a predetermined set of standards.
6. All premises who return the application form will be contacted and arrangements will be made to inspect the premises using representatives from the 3 bodies (Fire, Police and Councils).
7. After the formal inspection stage, both the application form and the evidence gathered from inspection will then be assessed against the marking sheets. Marks awarded in 3 categories –
 - a. Essential (all must be met in order that premises becomes accredited)
 - b. Desired (what would be expected of the better operated venues)
 - c. Bonus (covering issues introduced at premises that have gone the extra mile to ensure premises are operated safely and efficiently - See appendix 3
8. Premises that fail to meet the minimum standard of operation, by not meeting the accredited standard (see appendix 2 and 3), will be provided with constructive feedback immediately in

relation to how the premises needs to develop and be given a complete toolkit covering all the areas in the application form – Appendix 4.

9. Premises that meet the minimum standards (all essential criteria) and have demonstrated a commitment to reduce crime and disorder will go forward to the judging stage.

10. The top three scoring premises in each of the three categories and in each of the 6 Policing divisions within the force will be independently judged by an expert panel consisting of Police, Fire, Council, training providers and the industry. They will use the marking sheets and application forms to judge premises.

11. All accredited premises across the force will be invited to a formal 'Black Tie' dinner to recognise the work done by the industry and to present the awards for the best and runner up in each of the three categories – Pubs / Bar, Community Pubs and Nightclubs.

12. Written feedback will then be given to all premises in relation to improvements which could be made.

Time Scale

Due to the design, manufacture of the marketing material, the application forms, marking forms, the inspections, the marking, the independent judging panel and the formal dinner, the scheme will take 12 months to complete the scheme with a view to commencing a further scheme next year.

Resources

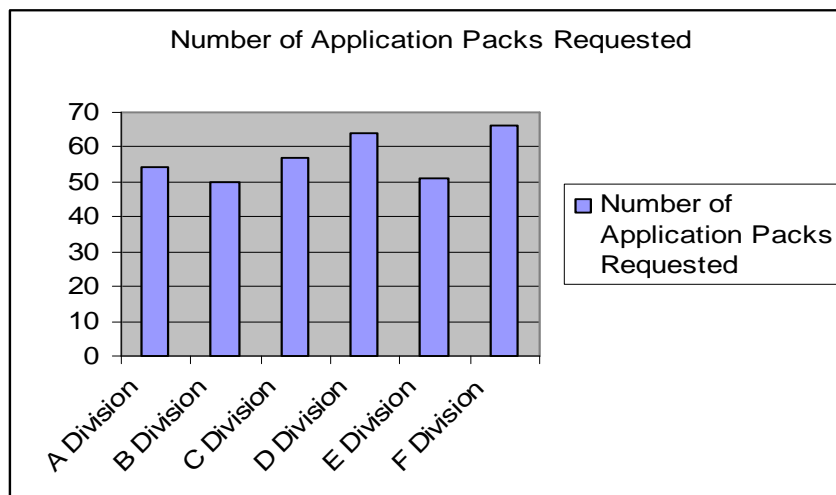
Co-ordinated by Police Sergeant based at Lancashire Police HQ, licensing officers within each of the 6 policing division and local PCSOs (Police Community Support Officers) will co-ordinate the delivery side of the scheme.

Media and marketing departments at Lancashire Police HQ will be utilised to highlight the benefits of the scheme with a view to increasing the public's awareness of the partnerships approach in reducing alcohol related harm.

Assessment

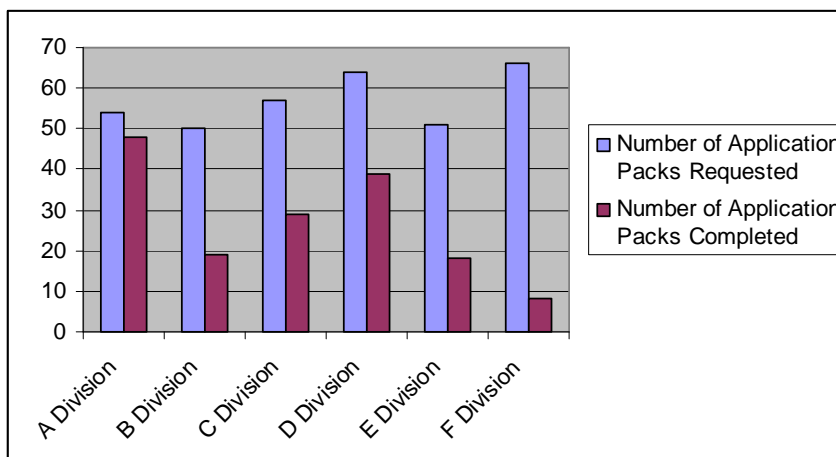
During the initial stage of the operation, all 'ON' licence type premises throughout the force were written to and sent a copy of the flyer (appendix 1) outlining the benefits of the scheme and how the agencies would be working together to help address any issues or concerns they had.

As a result of sending out the flyers, 342 application packs were requested and sent out to premises who expressed an interest in taking part in the scheme. The following chart breaks down this figure into the six Policing divisions.



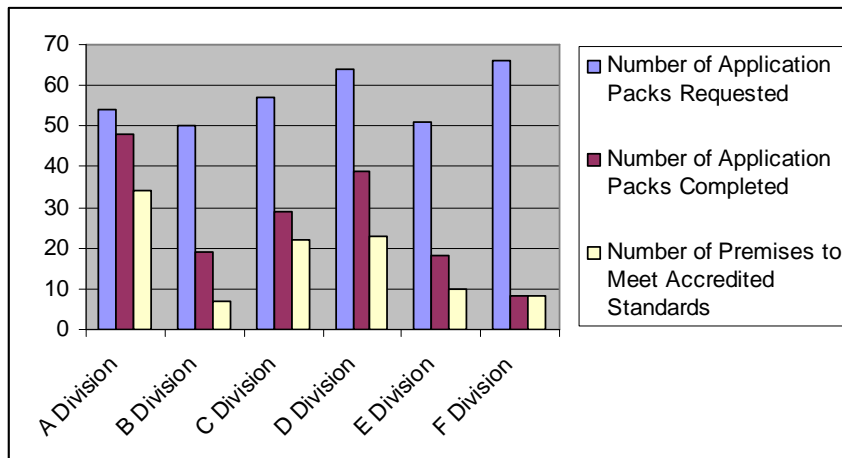
Of the 342 application packs sent out, 161 (42%) premises returned the forms completed this despite all premises being encouraged to do so by their divisional licensing teams.

The following graph illustrates the number of application forms returned compared to the number sent out originally.



Of the 161 premises, all of them were visited by multi-agency teams during July, August and September 07 to assess the premises standards. Using pre-determined marking sheets (appendix 3), 104 premises were classed as meeting the minimum standards and having met the accredited standard.

The following graph highlights the number of premises within each of the divisions that met the minimum standards.



Immediately after conducting the inspections, those premises that failed to meet the minimum standards, were given feedback consisting of how they needed to develop to improve their standards of operation. This feedback included the use of a toolkit developed specifically to help premises fulfil the criteria and expectations of the officers. If a premise failed its inspection on an issue such as staff training then a full training package in this area was given to the premises.

Whilst the judging panel was being organised, all accredited premises within the force (161) were invited to a formal 'black tie' dinner at a Hotel in Blackpool. The purpose of the dinner was to recognise the work the industry had done to improve their standards and to present awards to those premises that had come out top in each category within each division and then to award the best premises in the force.

The Black Tie dinner was attended by 312 guests from the drinks industry, Police, Fire Service and Local Authorities. Image 1 illustrates the formal setting and image two is Assistant Chief Constable Wendy Walker addressing the audience.



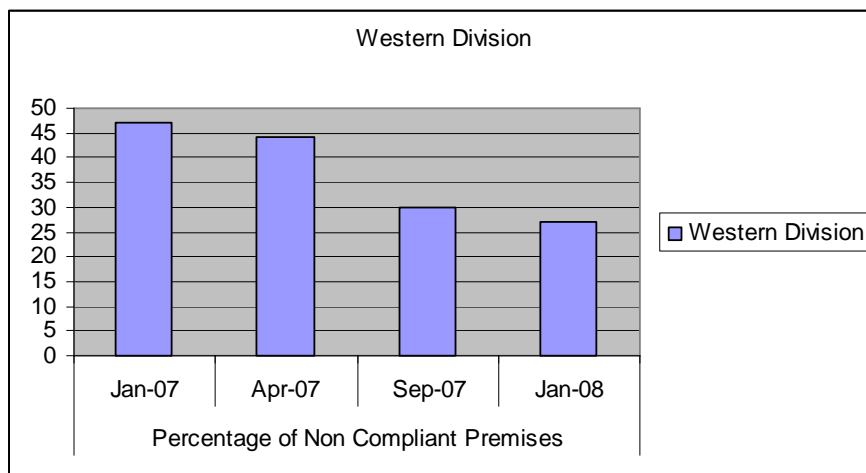
Image 1



Image 2

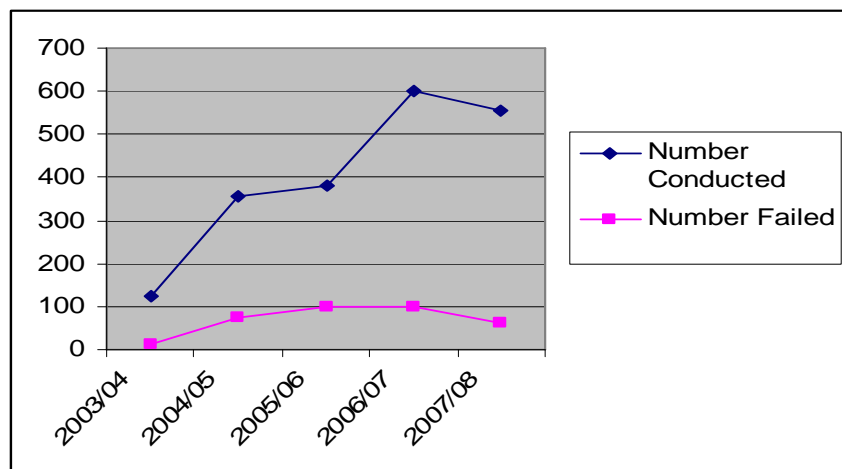
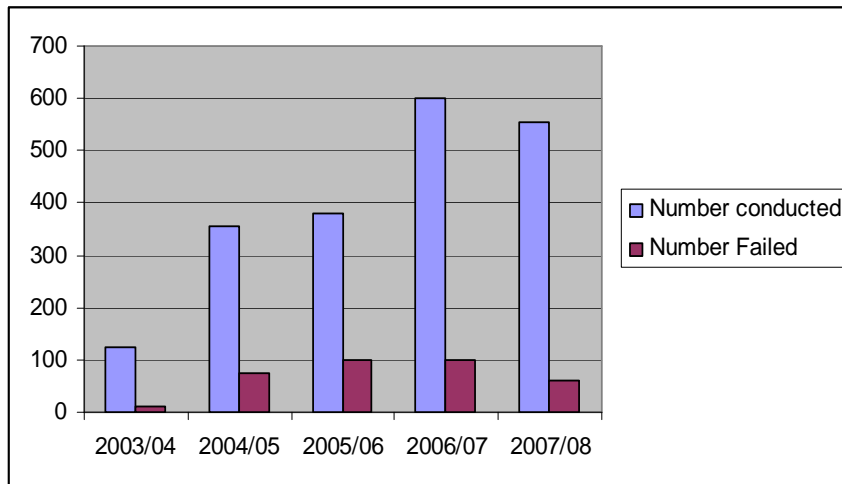
Having had the formal dinner and awards ceremony all licence premises were written to and provided with positive feedback in relation to how they could improve. Any premises requesting a personal one to one feedback visit were accommodated.

Since the Best Bar None inspections in July and August 2007, premises in one division who have been subject to visits subsequently have shown a 20% reduction in offences committed within the premises concerned.



Whilst no analytical data has been made available from the other divisions, feedback from the licensing officers within divisions and from our partners agencies have indicated that there is greater compliance with legislation.

A similar picture can be seen in relation to the number of premises who are failing test purchase operations (sting operations involving sending underage children into premises in an attempt to purchase alcohol). In 2007 / 08, despite a levelling off in 2006/07 there has been a reduction in positive sales.



During the course of the project, a large number of press releases were sent out to both local and regional media to improve the public's awareness of the scheme and to encourage them to use those premises which had shown a commitment to reducing alcohol related harm.

The following comments were made by representatives from the drinks industry in local papers around the county:-

Blackpool Nightclub - Owners Mark and Peter Bowden said: "We are absolutely thrilled to have won. This is a very prestigious award and we have worked very closely with the Blackpool Nightsafe Team, the local police and fire services to achieve the highest standards in nightclub operation.

"We would like to thank the police and the Nightsafe team for helping Club Sanuk achieve this award.

"The award is testament to Club Sanuk's outstanding teamwork and management as well as the close working relationship we have built with the police and Nightsafe.

Preston Bar Owner - Graham Rowson said: "We are thrilled to have won the best community pub in Lancashire. I must thank all the staff who work so hard to keep standards high, especially when it comes to safety."

***Blackburn Bar and Club Owner** - Reg Gorton, who owns both premises, said: "It's great for Darwen because people know that they can come, have a good night out and be safe.*

"We won because of all the hard work we've put into our safety policies like not letting under-age drinkers in, not serving people who are obviously drunk, and our scheme for putting bags behind the bar."

In order to gauge the impact that the scheme had on the premises and the agencies that took part, a full evaluation was conducted in early 2008. As part of this evaluation 100 premises were asked to complete a short questionnaire in relation to their views on the scheme and were asked 6 basic questions.

- How was the visit conducted?
- What has been the benefit of entering the scheme?
- What was the standard of feedback received?
- Have your policies and procedures improved as a result of the Best Bar None Scheme?
- Have the public expressed an interest in the scheme?
- Do you believe that this scheme has improved the partnership work between the trade and the Responsible Authorities?

At the time of going to print over 33 replies have been returned to the co-ordinator **from the licensed premises** and the findings can be summarised as follows

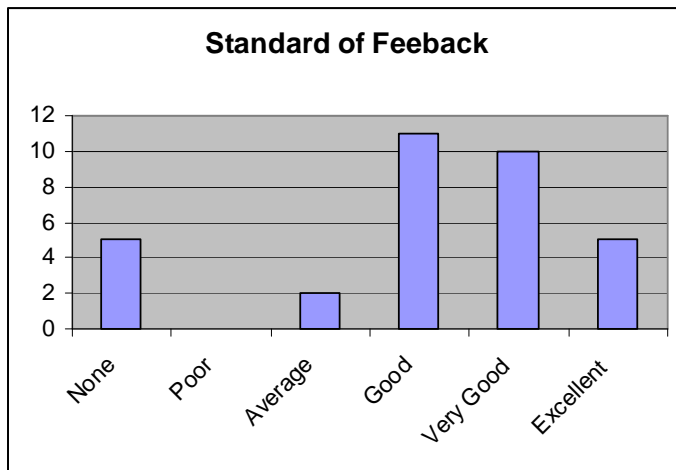
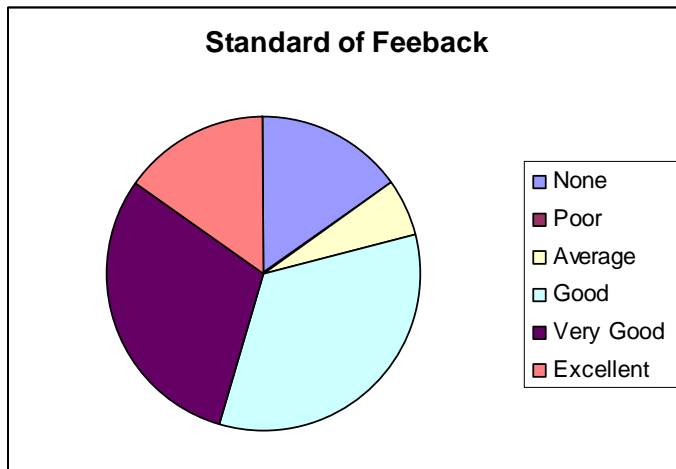
How was the visit conducted? (Words used on feedback sheet)

Efficiently, professionally, very professional, friendly, thoroughly, formal basis, helpful, very well, well structured manner, very relaxed and informative manner, very simple, excellent, polite and friendly, good.

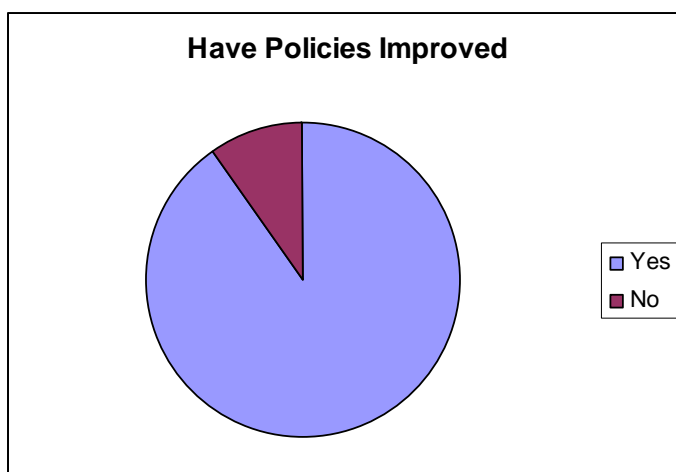
What has been the benefit of entering the scheme? (Words used on feedback sheet)

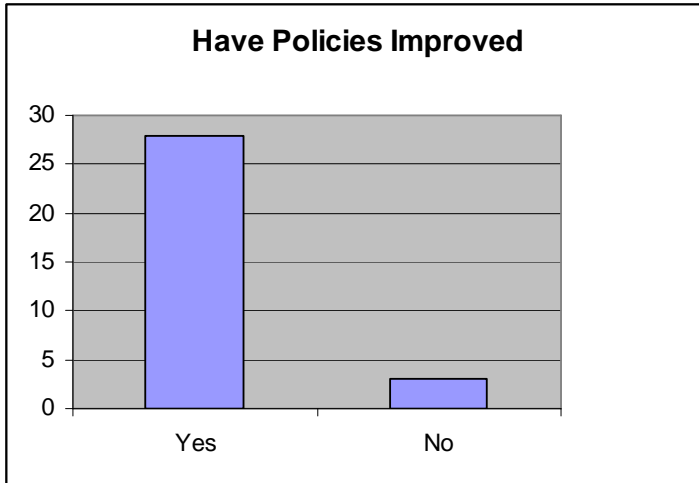
Increased self esteem, recognition of own standards, made us aware of procedures not in place, encourage and enhance good working relationship with Responsible Authorities, helped in improving standards, own awareness has been raised, encouraged me to review my systems, improved self moral, raised standards, shown good tips and meeting new people, none, recognition to have achieved required standards.

What was the standard of feedback received?

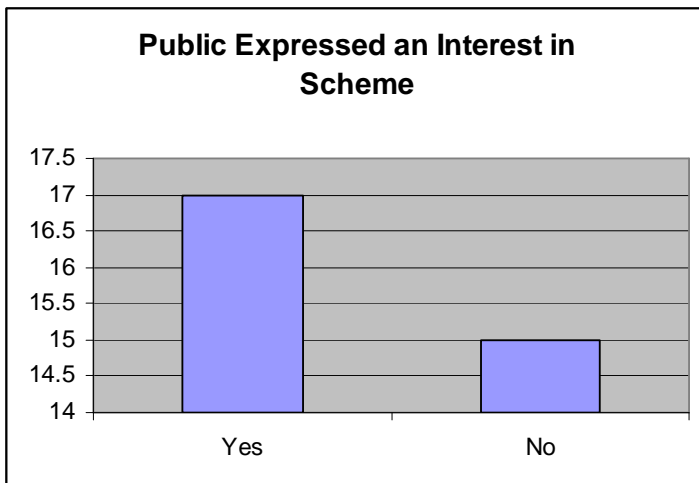
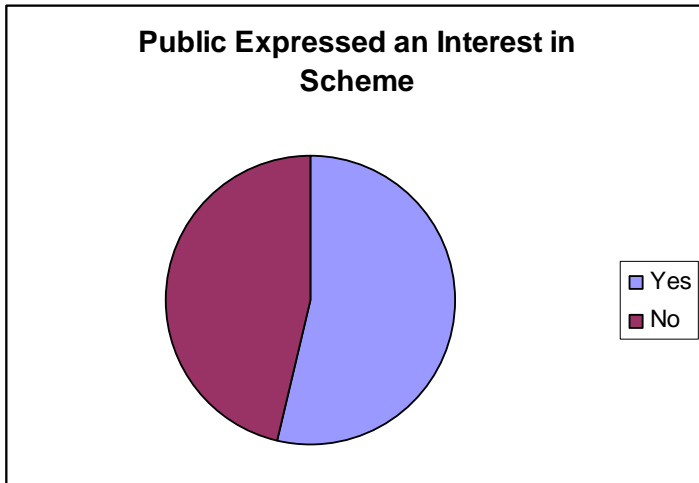


Have your policies and procedures improved as a result of the Best Bar None Scheme?

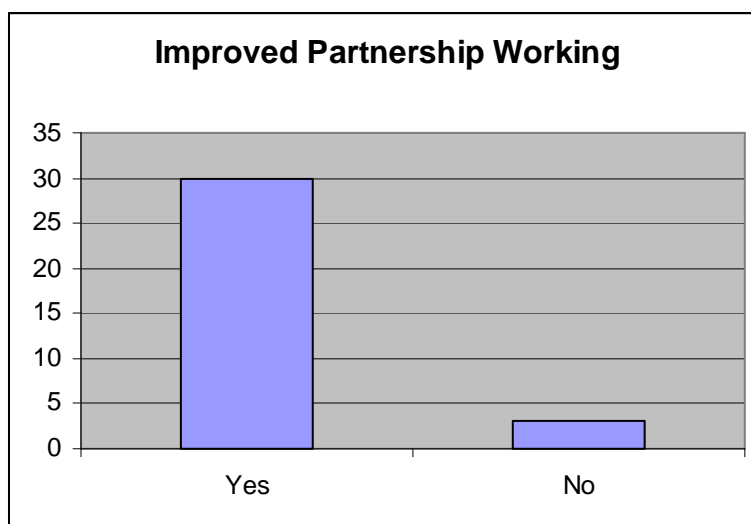
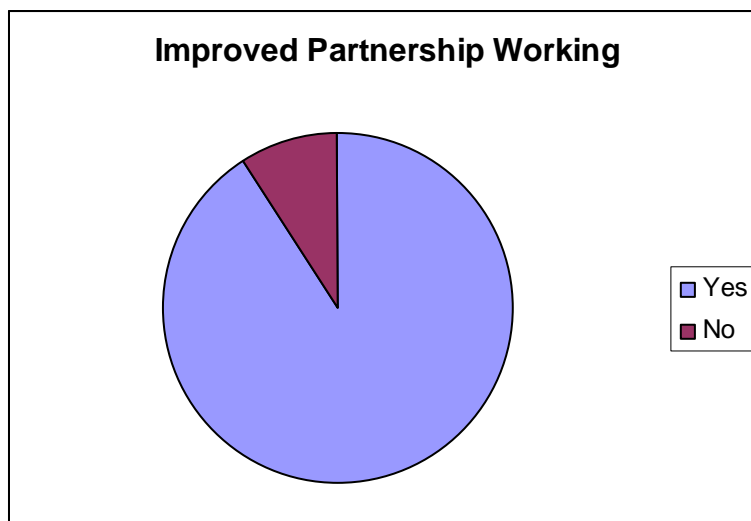




Have the public expressed an interest in the scheme?



Do you believe that this scheme has improved the partnership work between the trade and the Responsible Authorities?



Feedback from Partner Agencies

Again questionnaires were sent to all the responsible authorities who took part in the scheme and the comments received are as follows:-

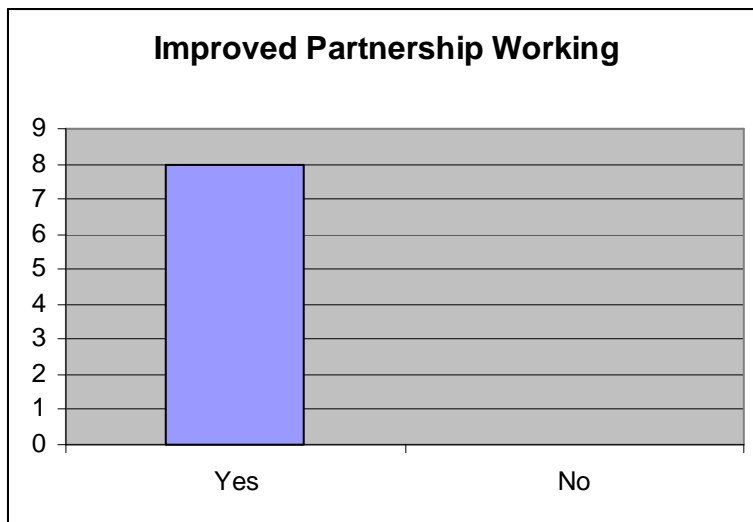
How did BBN 2007 meet your expectations or not?

No prior expectations as such, Yes, good scheme, excellent idea but I think licensees may have been deterred from entering by the length of the application form, no real expectations and expectations were met.

Did you see any reoccurring problems in the Premises?

No, lack of record keeping, lack of suitable training, lack of risk assessment principles, not providing sufficient and suitable fire risk assessments

Do you believe that the scheme has improved partnership work between the trade and responsible authorities?



Lessons learnt and improvements

Despite the success of the scheme, feedback provided during the inspection stages and during the course of routine visits to premises, indicated that venues were put off at the application stage due to the size of the document and the time needed to complete it.

As a result, in 2008, the scheme will consist of a simplified process that will involve all ON and OFF licence premises being supplied with a set of guidance notes and an application form. This will therefore remove the need to complete the application form and all aspects of the marking will be picked up during the formal inspection stage.

It is also intended to provide the premises will immediate feedback during the inspection stage. This will benefit the premises as all necessary interventions can be implemented immediately.

Appendix

Appendix 1 – Information leaflet provided by the partners to the drinks industry outlining the benefits of the scheme.

Appendix 2 – Application form.

Appendix 3 – Marking sheet developed covering the three Licensing objectives.

Appendix 4 – Toolkit provided to premises that failed to become accredited during the feedback stage.

Appendix 5 – Best Bar None Program

Project Contact Person

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BEST BAR NONE WILL PROMOTE A SAFE AND VIBRANT TOWN CENTRE THROUGH:

Excellence in the
alcohol and leisure industry.

Higher professional standards and improved
customer care.

Safer drinking, socialising and
dancing environments.

Safer streets.

Safer late night transport.

Safer nights out.

Tackling social exclusion by making
the town centre accessible
to all groups and ages.

**“WORKING TOGETHER IN
PARTNERSHIP WE CAN
CREATE A SAFER CITY
FOR ALL”.**

 **Nightsafe**
Reducing alcohol
related violent crime

THE AWARDS

Premises meeting an approved standard
(accredited venues) will be awarded a framed
certificate at a divisional presentation. All accredited
venues will be put forward to the judging panel to
receive the prestigious best in category award.

The overall winners will be announced at a formal
black tie awards ceremony.



 **Nightsafe**
Reducing alcohol
related violent crime

WHAT'S IT ALL ABOUT?

The Best Bar None Award Scheme is being introduced by the innovative Nightsafe initiative.

Driven by Lancashire Constabulary in partnership with multi-agency groups and the late night entertainment industry, the award seeks to establish a standard of excellence within the licensed trade.

We want to do this in order to reduce incidents of crime and disorder associated with the consumption of alcohol within town and city centres, particularly crimes of violence.

We also want to assist in promoting all towns and cities in Lancashire as a safe and professional environment in which to live, work, visit and socialise.

The proposal is to introduce a regular high profile award scheme. The scheme will be launched locally and the first awards will be presented at a formal dinner in approx 12 months. Premises will be judged in 3 separate categories-Pub, Club and Community Pub.

The administration process for the awards will consist of the completion of a questionnaire, followed by an inspection visit of each premise in order to verify details. All applicants reaching a set objective standard will be presented to a high profile panel of judges.

LANCASHIRE



BEST BAR NONE

WHAT'S IN IT FOR YOU?

The chance to be part of a ground breaking scheme with the potential for national accreditation.

The chance to prove that you operate a safe and responsible licensed premise, to high professional standards of customer care.

The opportunity for you to audit your crime and disorder provisions to ensure compliance with the new licensing legislation.

The opportunity to receive a plaque and certificate to prove that your premise is run to a high standard.

The opportunity to use the scheme to promote your venue to customers as being of a certain standard. Winners will be able to include the Best Bar None award logo in their own promotional advertising and stationery and the chance to promote your venue through the local media

The chance to prove that you are serious about working in partnership with others towards the creation of a safer local environment.



HOW DO YOU APPLY?

All licensed premises within your division which currently hold a premises licence will be sent specific details of how to join this scheme.

Complete the request for application form and return it to the relevant licensing office within your division.

Application forms will be sent by return of post. Application forms must be completed and returned by the deadline date (no applications will be considered after this date).

Formal inspections will be carried out soon afterwards by local police, council and fire service representatives by pre-arranged appointments.

All successful applicants will then be placed before a panel of judges, including senior representatives from the Police, the National Licensing Trade, Local Media, Central Government and Local Authorities.

Awards will be presented at a formal dinner and awards ceremony which will be held at a black tie dinner held in approx 12 months.

At any time the Nightsafe / licensing unit office can be contacted for help and advice.

LANCASHIRE



BEST BAR NONE

L A N C A S H I R E



B E S T B A R N O N E
A W A R D S C H E M E

bbp
BBP Marketing

 **Nightsafe**
AWARDS SCHEME

LANCASHIRE



BEST BAR NONE
AWARD SCHEME

Application Form

APPLICANT DETAILS

APPLICANT'S NAME

PREMISES NAME

PREMISES ADDRESS

TELEPHONE NUMBER

MOBILE NUMBER

EMAIL ADDRESS

MANAGING COMPANY

AREA MANAGERS DETAILS

AREA MANAGER'S NAME

AREA MANAGER'S ADDRESS

TELEPHONE NUMBER

MOBILE NUMBER

EMAIL ADDRESS

SELF CLASSIFICATION

Please tick one of the following boxes
which you feel best describes your premises:

PUB/BAR

COMMUNITY PUB

CLUB

Nightsafe

Best Bar None Index

4 SECTION A – PREVENTION OF CRIME & DISORDER

- 4 - capacity
- 5 - security
- 6 - drinks/drunkenness
- 7 - drugs
- 8 - thefts/burglary
- 9 - disorder

10 SECTION B – PUBLIC SAFETY

- 10 - first aid public security
- 11 - event control
- 11 - glass
- 12 - fire
- 13 - building safety
- 13 - transport

14 SECTION C – PREVENTION OF PUBLIC NUISANCE

- 14 - noise
- 15 - community engagement
- 15 - litter/waste

16 SECTION D – PROTECTION OF CHILDREN FROM HARM

18 SECTION E – GENERAL

19 SECTION F – TERMS & CONDITIONS

Section A

PREVENTION OF CRIME & DISORDER

CAPACITY

A1 What is your estimated or actual capacity?

Indoor Outdoor

How/who has calculated this?

A2 How do you manage your capacity?

Clickers Tickets Sales Head Count Use of comfort factor Others

If others give details:

A3 How do you record the number of persons within your premises?

A4 How do you monitor and react to any particular areas of your premises which may become overcrowded?

(include details of planning for an unusual event eg televised football match, New Years Eve party)

SECURITY

- A5 Do you hold regular meetings to review security following an incident, such as theft, burglary, fight etc? Yes No

(Include details from a full staff meeting including security staff to an informal discussion)

If yes, describe how often and what format do they take:

Who is involved at these meetings?

- A6 Are these meetings noted down? Yes No
If yes, please indicate where:

- A7 Do you employ security staff?

At all times At all times when open During certain times* Sometimes*
 As and when necessary* Never (see below)

* Please specify

If used, how do you ensure they are registered with the SIA?

If you do not employ security staff, how do you ensure that staff carrying out the duties of security staff are registered with the SIA?

A8 Are any of the following incidents recorded by your staff?

If yes, please indicate where

- Accidents Lost property Found property Thefts Banned Persons
 Ejected Persons Other incidents Injuries Allegations against staff Other

If other, give details:

A9 Which of the following have you adopted to ensure your staff are easily recognisable by customers, the police or others who may be required to inspect your premises?

- Name badge Photo ID Uniform None Other

If "other" give details:

A10 Explain the process for recording images within the premises using CCTV if available (including storage location and time)?

DRINKS / DRUNKENNESS

A11 How do you promote sensible drinking policies, giving careful consideration to the use of happy hours and drinks promotions which may encourage binge drinking? i.e. use of social responsibility standards

A12 On a day to day basis, what do you do to ensure your customers do not drink and drive?

A13 It is an offence for the "Designated Premises Supervisor, Premises Licence Holder or Worker to knowingly sell, attempt to sell or allow the sale of alcohol to a drunk on relevant premises" as well as "to allow disorderly conduct on licences premises". What measures do you take to ensure the safety of your customers in respect of drunkenness?

A14 Describe your staff (including doorstaff) training package with regards to drunkenness / conflict management.
If this is documented explain where:

DRUGS

A15 Describe what you do to prevent the use or supply of illegal drugs in your premises:

A16 If illegal drugs were to be used in your premises, what do you do to minimise harm?

- Free drinking water is available from the bar at all times
- Signs advertising free water are prominently displayed
- *Defined seating areas away from the main area with Air Conditioning/temperature management
- Drugs awareness/basic first aid training for all staff
- Venues have a first aider trained to deal with basic drugs associated symptoms
- Health promotion/harm reduction material is available at the venue
- The Management reserves the right to conduct searches of customers
- Other

If "other" or * give details:

A17 What would you do if you found what you thought was an illegal drug?

A18 Are these procedures (described in A15) documented anywhere?

Yes No

If yes, explain where:

A19 Describe your staff training package with regard to drugs.

If this is documented, explain where:

THEFTS / BURGLARY

A20 Do you have any of the following to assist you in reducing the number of thefts and burglaries from your premises?

- | | |
|---|---|
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> CCTV |
| <input type="checkbox"/> Sufficient lighting in all areas | <input type="checkbox"/> Audible alarm |
| <input type="checkbox"/> Window locks | <input type="checkbox"/> Staffed 24 hours |
| <input type="checkbox"/> 24 hour security | <input type="checkbox"/> Bag hooks under tables |
| <input type="checkbox"/> Crime prevention survey | <input type="checkbox"/> Roving security |
| <input type="checkbox"/> Advice notices for customers
in relation to thefts | <input type="checkbox"/> Staff lockers |
| <input type="checkbox"/> Cloakroom | <input type="checkbox"/> DJ announcements |
| <input type="checkbox"/> Regular documented toilet checks | <input type="checkbox"/> Property patrols |
| <input type="checkbox"/> Layout designed to ensure effective observations
can be carried out by staff at all times | <input type="checkbox"/> Toilet attendants |
| | <input type="checkbox"/> Other |

If "other" give details:

A21 Describe your staff training package with regard to crime prevention.

If this is documented, explain where

DISORDER

A22 What do you do to prevent or keep incidents of disorder to a minimum?

A23 What procedures are in place to ensure that any items, which may be classed as 'weapons', are disposed of safely?

A24 Are these procedures (described in A22 & A23) documented anywhere? Yes No
If yes, explain where:

A25 If disorder or crime occurs what would you do for:

Preservation of the crime scene

Care for the victim

A26 Describe your staff training package with regard to disorder/conflict management.
If this is documented, explain where:

A27 Toilets can be hot spots for disorder for example, thieves to examine stolen goods and used for drug taking. How do you ensure that your toilets are safe and clean?

Section B

PUBLIC SAFETY

FIRST AID

B1 What first aid facilities do you have in your venue?

- * First aid box(es) * Separate first aid/recovery room * First Aider
 * Other

If "other" or * give details:

B2 Do you ensure that at least one person present during opening hours is trained in basic first aid?

Yes No

If yes, explain who:

PUBLIC SECURITY

B3 How do you ensure that all doors are locked when not in use?

B4 Describe your staff training package regarding unattended/suspect packages:

B5 Do you have a separate plan for building evacuation in the event of a suspect package? Yes No
If yes, give details:

B6 If your venue operates a search policy, does this include suspect packages? Yes No
If yes, give details:

B7 How do you ensure that your premises is thoroughly checked prior to opening?

EVENT CONTROL

B8 If you have any events which may be different from your 'normal' trading (eg. live music events, national celebration days or televised live football) would you give prior notice to the police, other agencies or neighbours? Yes No
If yes, give details of what information is passed, notice given and to whom:

Do you keep a record of this? Yes No
If yes, give details:

B9 Do you undertake any crime or health & safety risk assessment when planning to hold any unusual or large events stated? Yes No
If yes, give details:

GLASS

B10 How do you ensure the safe USE of glass is maintained at all times including the events mentioned?

Inside your premises

Any outside drinking areas

B11 What do you do to ensure efficient glass collection at all times?

Inside your premises

Any outside drinking areas

B12 How do you ensure the safe DISPOSAL of glass is maintained at all times?
(including details of procedures regarding any glasses which may leave your venue at closing time)

Inside your premises

Any outside drinking areas

FIRE

B13 Describe your fire detection / warning system?

B14 Detail any equipment you have in your premises for fighting fire:

B15 Outline the means of escape from your premises in an emergency situation:

B16 Who is responsible for carrying out any fire safety risk assessment?

Where is this kept?

When was this last completed?

B17 Describe your staff training package with regard to fire safety training.
If this is documented, explain where:

BUILDING SAFETY

B18 How are spillages, which can be hazardous, identified and managed to prevent injury to customers?

B19 How do you ensure your building is, at all times, in good order to prevent injury to any customer or staff member?

B20 How do you ensure all lighting is protected from customers and staff in relation to heat and burns?

TRANSPORT

B21 With regard to late night transport, do you make any of the following available to your customers?

- Safe waiting area Public transport timetables/routes
 Information regarding reputable taxi services Booking service for taxis Other

If "other" give details:

Section C

PUBLIC NUISANCE

NOISE

C1 Do you do any of the following to ensure noise from your premises is kept to a minimum?
(for ease of marking, please describe your surrounding area)

- Soundproofing
- Noise limiting devices
- Close all doors and windows at set time
- Display advice notices to customers re noise
- Use lollipops or similar to reduce customer noise
- Have place for customers to wait for taxis
- Deliveries/services carried out with consideration given to neighbouring residents or businesses
- Consult with local residents/businesses
- Music policy adjusted to play 'chilled' music at the end of the evening to affect mood of customers
- Use of external lighting
- Other

If "other" give details:

C2 Do you have any policy regarding the times you will have live or recorded music?

Yes No

If yes, give details:

C3 How do you intend to implement the smoke free legislation? (Noise nuisance and prevention)

C4 Do you have any policy regarding the times that your outdoor areas may be used? Yes No
If yes, give details:

C5 What do you do to ensure that people leaving your premises do not cause noise or annoyance to your neighbours?

COMMUNITY ENGAGEMENT

C6 Are you involved in any local community activity or initiative which underlines your commitment to being a 'good neighbour' and responsible business? Yes No
If yes, give details:

C7 Do you attend meetings of community partnership or crime prevention groups such as 'Pub and Club Watch'? Yes No
If yes, give details:

C8 Are you a member of any trade representative organisation? Yes No
If yes, give details:

LITTER / WASTE

C9 Do you do any of the following to prevent or discourage customers from polluting the environment with waste/litter which may come from your venue?

Litter bins at exits / outside Advice notices to customers
 Report offences to appropriate authorities Clear surrounding area of litter/flyers
 Other

If other, give details:

Section D

PROTECTION OF CHILDREN FROM HARM

D1 How do you identify under 18s?

D2 What forms of identification do you accept?

Passport Driving Licence 'PASS' card Other

If 'other' give details:

D3 If you allow under 18s to enter your premises,
how do you ensure they are protected from harm?

D4 How do you ensure under 18s do not consume alcohol from your bar?

D5 How do you ensure under 18s do not purchase alcohol from your bar?

D6 How do you ensure that alcohol isn't purchased on behalf of a person under 18?

D7 If you ever have any adult entertainment in the venue, how do you ensure that children are protected?

D8 How do you ensure under 18's do not have access to amusements with prizes (fruit machines)?

D9 How do you effectively monitor any 'family areas' that you have?

Inside?

Outdoor?

D10 Do you undertake a health & safety risk assessment specific to the protection of children?

D11 Describe your staff training package with regard to age/alcohol related offences:

Section F

TERMS & CONDITIONS

- 1 Entrants must be the Designated Premises Supervisor (DPS) of a premises situated within the stated area or the employee of such.
- 2 Entries must be returned within the stated time limit.
- 3 Category and overall winners will be judged by a panel from the entries received.
- 4 The judging panel's decision will be final and no correspondence will be entered into.
- 5 All winners will be announced when the application period is finished and in the manner described by the organisers.
- 6 The prizes are non-transferable and there is no cash alternative.
- 7 At the time that the awards are presented, the premises receiving the award reached the agreed standard. If the standard falls below those achieved at the time, the awards may be withdrawn.
- 8 Winning and award does not give any premises immunity from prosecution for any offences and is by no means a guarantee of the safety of the premises.
- 9 The award winning plaques and certificates remain the property of the Authority organising the scheme.
- 10 Winning an award does not represent an endorsement of the premises by the Authority(s) organising or supporting the scheme.



Nightsafe

Reducing alcohol
related violent crime

LANCASHIRE



BEST BARNONE
SCORING BOOKLET

Applicants Details

Applicant Name

Premises Name

Operating Company

Address

Classification

PUB [] COMMUNITY PUB [] CLUB []

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					
Capacity					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must manage capacity effectively	A1, A2, A3, A4	I3, I4, E6 G1, G2, G3		
D	Uses Comfort factor to manage capacity	A2	I3, I4, E6 G4, G5		
B	Has documented policy with regard to capacity and overcrowding and enforces this	A2, A3	I3, I4, E6 G6		
Notes					

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria
 A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section A – Prevention of Crime and Disorder

Security					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must hold regular security reviews	A5, A6	I3, I4, E6, G7, G8, G9		
E	Must have written accident recording system	A8	I3, I4, E6, G10		
E	IF doorstaff employed, must be registered by SIA	A7	I3, I4, E6, G11		
D	Has written incident recording system	A5, A8	I3, I4, E6, G12		
D	Has lost and found property system	A8	I3, I4, E6, G12		
D	Records details of persons barred/ejected	A5, A8	I3, I4, E6, G12		
D	Staff are easily identified	A9	I3, I4, E6, G13		
D	Has either hard drive CCTV or tape system with 31 tapes, locked away with documented system	A10, A20	I3, I4, E6, G14, G14.1		
B	Has policy on searching of patrons	A15	I3, I4, E6, G15		
B	Has policy on searching of premises	B6	I3, I4, E6, G16		
B	Full minutes are taken of security briefings and any follow up action	A6	I3, I4, E6, G17		
B	Mapping system used to identify hot spots within the premises	A5	I3, I4, E6, G18		
B	Records each incident and sends copies to head office or area manager etc	A5	I3, I4, E6, G19		

For Notes please use space at rear of booklet

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section A – Prevention of Crime and Disorder

Drinks / Drunkenness					
		A F Ref	GN Ref	Achieved	Evidenced
E	Has clear and effective policies to prevent and deal with drunkenness	A13, A14	I3, I4, E6, G20, G22t		
E	Staff must be trained regarding drunkenness	A13, A14	I3, I4, E6, G21, G22t		
E	Follows documented code of practice in respect of the sale and promotion of alcoholic products	A11	I3, I4, E6, G23, G23.1		
D	Has documented staff training package with regard to drunkenness	A13, A14	I3, I4, E6, G24		
D	Has clear duty of care policy regarding persons suffering adversely from the effects of drink / drugs	A13	I3, I4, E6, G25		
D	Has clear policy regarding preventing incidents of disorder by persons under the influence of drink	A13, A14	I3, I4, E6, G26		
D	Has policy to discourage drink driving	A12	I3, I4, E6, G26.1		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to drunkenness	A13, A14	I3, I4, E6, G27		
B	Provides conflict resolution training for staff when dealing with drunken / drugged customers	A14	I3, I4, E6, G28		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section A – Prevention of Crime and Disorder

Drugs					
		A F Ref	GN Ref	Achieved	Evidenced
E	Has Zero tolerance to the use of drugs	A15	I3, I4, E6 G29 G29.1		
E	Must provide staff training with regard to drugs	A18, A19	I3, I4, E6 G30		
D	Has Documented staff training package with regard to controlled drugs	A19	I3, I4, E6 G31		
D	Follows documented duty of care/harm minimisation policy regarding the use of drugs.	A16	I3, I4, E6 G32 G32.1		
D	Has Clear Policy regarding the disposal of drugs	A17, A18, A19	I3, I4, E6 G33		
B	Any drugs are documented, bagged and are placed in a lockable cabinet or safe and police are called	A17, A18	I3, I4, E6 G34		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to drugs	A19.	I3, I4, E6 G35		
B	Seized drugs / weapons are stored in a secure place inaccessible by staff	A19.	I3, I4, E6 G35		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section A – Prevention of Crime and Disorder

Thefts / Burglary					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must have a clear anti-theft strategy in place	A20, A21	I3, I4, E6 G36 G39t		
E	Must provide staff training with regard to crime prevention	A21	I3, I4, E6 G38 G39t		
E	Has alarm or other security measures to protect the premises when empty	A20	I3, I4, E6 G40		
D	Has Documented staff training package with regard to thefts	A21	I3, I4, E6 G41		
D	Has toilet attendant or documented toilet checks	A20	I3, I4, E6 G42		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to crime prevention	A20	I3, I4, E6 G43		
			I3, I4, E6 G37		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section A – Prevention of Crime and Disorder

Disorder		A F Ref	GN Ref	Achieved	Evidenced
E	Must have a strategy for dealing with incidents of disorder	A5, A22, A26	l3, l4, E6 G44 G46t		
E	Staff must be trained in relation to preventing disorder / conflict management	A22, A25, A26	l3, l4, E6 G45 G46t		
D	Has a clear duty of care strategy for dealing with victims of disorder	A13, A14, A25	l3, l4, E6 G47		
D	Has documented staff training re disorder strategy	A26	l3, l4, E6 G48		
D	Has clear policy re disposal of weapons	A19, A23, A24	l3, l4, E6 G49		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to disorder strategy	A26	l3, l4, E6 G50		
B	Any weapons are documented, securely bagged and placed in a safe until police can remove.	A23	l3, l4, E6 G51		
B	A policy is in place for the preservation of crime scene until police arrive.	A25, A26	l3, l4, E6 G52		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

First Aid		A F Ref	GN Ref	Achieved	Evidenced
E	Must have first aid facilities within the venue	B1	l3, l4, E6 G53		
D	Has at least one first aider on duty at all times	B2	l3, l4, E6 G54		
B	Has a first aid room/quiet area to treat injured persons or has designated first aid staff i.e. St. Johns Ambulance	B1,B2	l3, l4, E6 G55		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Public security		A F Ref	GN Ref	Achieved	Evidenced
E	Has formal procedure for ensuring all doors are unlocked when premises are open.	B3, B7	I3, I4, E6 G56		
D	Must have a strategy for addressing issues of public security	B3, B5, B6	I3, I4, E6 G57 G59t		
D	Provides staff training in relation to unattended/suspect packages AND/OR emergency evacuation (whether to same as fire evacuation or separate)	B4, B5, B6	I3, I4, E6 G58, G60 G59t		
D	Must have a plan for building evacuation in the event of emergency (whether to same as fire evacuation or separate)	B5, B15	I3, I4, E6 G60 G59t		
D	Has documented staff training re unattended/suspect packages and evacuation	B4, B5	I3, I4, E6 G61		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to disorder strategy	B4, B5	I3, I4, E6 G62		
B	Conducts mock evacuation training exercises (whether to same as fire evacuation or separate)	B4, B15	I3, I4, E6 G63		
B	Undertakes full building check for security threats prior to opening to the public	B7	I3, I4, E6 G64		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Event control		A F Ref	GN Ref	Achieved	Evidenced
D	Notifies police / other agencies of any special 'events'	B8, B9	I3, I4, E6 G65 G65.1		
B	Consults with neighbourhood businesses/residents prior to event taking place	B8	I3, I4, E6 G66		
B	Undertakes formal risk assessment prior to an event and puts appropriate measures in place	B8, B9	I3, I4, E6 G67		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Glass					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must have an effective glass collection policy	B10, B11, B12	I3, I4, E6 G68		
D	No open bottle skips or bins in public areas	B10, B11, B12	I3, I4, E6 G69		
D	Uses some PET or plastic containers	B10	I3, I4, E6 G70		
D	Perimeter checks made outside for any glasses or bottles	B11, B12	I3, I4, E6 G71		
B	Any waste glass is left secure in outside areas	B10, B11, B12	I3, I4, E6 G72		
B	All products are served in either safety glass or plastic	B10	I3, I4, E6 G73		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Fire safety					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must have a fire detection / warning system in place	B13, B14	I3, I4, E6 G74		
E	Fire exits must be free from obstruction and well lit at all times	B15	I3, I4, E6 G75		
E	Fire safety risk assessment has been completed	B13, B16	I3, I4, E6 G76		
E	Staff must be trained in fire safety procedures	B16	I3, I4, E6 G77 G78t		
D	All fire safety checks are documented	B14, B16	I3, I4, E6 G77 G79		
D	Any equipment must be inspected / serviced regularly	B16	I3, I4, E6 G78 G79		
D	Has documented staff training regarding fire safety	B17	I3, I4, E6 G80		
B	Has practical training with fire extinguishers and other emergency equipment	B16, B17	I3, I4, E6 G81		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to fire safety	B16, B17	I3, I4, E6 G82		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Building Safety		A F Ref	GN Ref	Achieved	Evidenced
E	Must ensure that building and contents are in good order at all times	B19, B20	I3, I4, E6 G83		
D	Has effective spillage policy	B18, B19	I3, I4, E6 G84		

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria
 A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section B – Public Safety

Transport		A F Ref	GN Ref	Achieved	Evidenced
D	Provides/displays information to customers with regard to accessing taxis and public transport	B21	I3, I4, E6 G85		
B	Provides active assistance to customers by providing a free taxi phone service	B21	I3, I4, E6 G86		
B	Provides a safe waiting area for customers to wait for taxis or other transportation	B21	I3, I4, E6 G86		

Notes

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria
 A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section C – Prevention of Public Nuisance					
Noise					
		A F Ref	GN Ref	Achieved	Evidenced
E	Must have a 'noise' policy during open hours	C1, C2, C3, C4	I3, I4, E6 G87		
D	Has clear policy regarding noise coming from outdoor areas	C4	I3, I4, E6 G88		
D	Deliveries, servicing etc are done with thought to neighbours	C1	I3, I4, E6 G89		
D	Has a clear dispersal policy relating to customers leaving the venue.	C3, C4	I3, I4, E6 G90		
Notes					

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria
 A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section C – Prevention of Public Nuisance					
Community Engagement					
		A F Ref	GN Ref	Achieved	Evidenced
D	Is a member of 'Pub watch' or other recognised partnership / crime prevention group	C6, C7	I3, I4, E6 G91		
B	Is involved in a suitable community initiative	C5, C7	I3, I4, E6 G92		
B	Is a member of a trade representative organisation (BEDA, BBPA etc)	C8	I3, I4, E6 G93		
Notes					

E Essential Criteria **D** Desired Criteria **B** Bonus Criteria
 A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section C – Prevention of Public Nuisance

Litter / Waste

		A F Ref	GN Ref	Achieved	Evidenced
D	Clears surrounding area of litter from premises (flyers,plastics etc)	C9	I3, I4, E6 G94		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section D – Protection of Children from Harm

Children

		A F Ref	GN Ref	Achieved	Evidenced
E	Must have strict control over U18's buying, consuming or being supplied with intoxicants	D1, D2, D3, D4, D5	I3, I4, E6 G95 G97t		
E	Staff must be trained regarding age/alcohol related offences	D2,D3, D4,D11	I3, I4, E6 G96 G97t		
E	Uses only passport, photo driving license or accredited 'pass' card as proof of age	D1, D2	I3, I4, E6 G98		
D	Has documented staff training package with regard to age/alcohol related offences	D11	I3, I4, E6 G99		
D	Displays appropriate posters or other materials warning against under age drinking or stating that proof of age may be required, challenge 21 etc	D3,D4, D5	I3, I4, E6 G100		
D	Formal risk assessment specific to protection of children has been completed	D10	I3, I4, E6 G101		
D	Ensures that children are not exposed to adult entertainment or have access to amusements with prizes	D7, D8	I3, I4, E6 G102		
B	Has a membership scheme in place where date of birth is proven	D1, D2, D3, D4	I3, I4, E6 G103		
B	Records when staff have undertaken training, provides ongoing and recorded training or sets exams with regard to age/alcohol related matters	D11	I3, I4, E6 G104		
B	Actively monitors 'family' areas to prevent age/alcohol related offences	D9	I3, I4, E6 G105		

Notes

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

Section E – General Comments

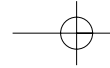
Please use this space to make any further (evidenced) comments with regard to this

Notes

Notes - additional

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

A F Ref = Application Form Reference number G N Ref = Guidance Notes Reference number

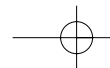
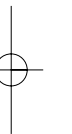
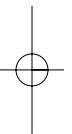


Notes - additional

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Notes - additional

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Policy Document

Protection of Children from Harm

Licensing Act 2003

Produced by Lancashire Constabulary

PS 1102

February 2007



Unaccompanied Children in Licensed Premises

It is an offence to allow unaccompanied children (under 16) to be present:

- In premises used exclusively or primarily for the sale/supply of alcohol (for consumption on the premises) when the premises are open and being used for the supply of alcohol.
- In premises licensed to sell alcohol for consumption on the premises (regardless of whether the sale of alcohol is the primary or exclusive use), when open, between midnight and 5am when the premises.

Sale of Alcohol to Children

Under no circumstances should alcohol be sold to someone who is under the age of 18

It is an offence to:

- Sell or permit the sale of alcohol to someone under 18.

If you have any doubt as to a person's age you must ask them to provide some form of identification.

Acceptable proof of age documents:

- Driving licence with a photograph
- Passport
- Recognised proof of age card (PASS accredited)



Purchase of Alcohol by (or on behalf of) Children

It is an offence to:

- Purchase (or attempt to purchase) alcohol if you are under the age of 18.
- Purchase (or attempt to purchase) alcohol for someone under the age of 18.

Consumption of Alcohol by Children

It is an offence to:

- Consume alcohol within licensed premises if you are under the age of 18. *
- Knowingly allow children to consume alcohol on licensed premises.

**Exception – a 16 or 17 year old is allowed to drink beer, wine or cider with a table meal, provided that an adult both purchases the alcohol accompanies the young person at the meal.*

Advice and Guidance

- The “Challenge 21” scheme is now widely adopted throughout the country as a National Standard and is used by the vast majority of retailers.
- If you are presented with a forged proof of age document or have any doubt as to the validity of it – **sale must be refused** (Best practice is to keep a ‘Refusal Book’ where a record is kept of all refused sales)

Information, training material and posters can be obtained by contacting local or regional trading standards departments.



Policy Document

Alcohol & It's Effects

Licensing Act 2003

Produced by Lancashire Constabulary

PS 1102

February 2007



What Is Alcohol?

- Alcohol is classed as a drug. This is because when it is consumed it affects the physical, mental, emotional and behavioural state of the drinker
- The body becomes more tolerant to alcohol with time and regular use.
- The strength of a drink depends on how much alcohol it contains. The alcohol content of a drink is known as the "ABV" (alcohol by volume)
- Any drink with an ABV of more than 0.5% is classified as alcohol according to the law.

The Effects of Drinking Too Much Alcohol

Binge drinking can lead to:

- Increased risk of accidents
- Increased risk of acute alcohol poisoning
- Increased risk of becoming a victim of violence
- Increased risk of committing crime
- Impaired decision making skills
- Increased risk of birth defects if consumed during pregnancy

Chronic alcoholics risk the same as binge drinker, as well as being at a greater risk of:

- Cirrhosis of the liver
- Cancer
- Strokes
- Premature death
- Social exclusion
- Brain damage
- Coronary heart disease
- Alcohol dependence.



Eliminating Alcohol From The Human Body

- Most of the alcohol is removed through the liver, whilst small amounts are removed through breathing and urination.
- As a rough guide it takes 1 hour for 1 unit of alcohol to be eliminated from the body. There is no known way of speeding up this process.

Safe limits of alcohol as recommended by the Department of Health and the Portman Group are:

- For men – 3 to 4 units per day and no more than 21 units per week (with 2 alcohol free days)
- For non pregnant women – 2 to 3 units per day and no more than 14 units a week (with 2 alcohol free days)
- For women who are pregnant – the Department of Health recommends low risk limits of 1 to 2 units per week.

The Law

The **Licensing Act 2003** governs the sale of alcohol. In order to sell alcohol:

The premises where alcohol is sold from must have a “Premises Licence”

AND

At least one person selling the alcohol must have a “Personal Licence”.

- The **4 Key Licensing Objectives** are:
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm.



Authorising The Sale Of Alcohol

- Every sale or supply of alcohol (under a Premises Licence) must be made or authorised by a person who holds a Personal Licence.
- When a Personal Licence holder is not present, the staff serving must be specifically authorised by a Personal Licence holder to serve alcohol on their behalf.
- Please note: in addition there may be conditions on the Premises Licence requiring a personal licence holder **on the premises at all times**
- Persons under 18 may sell or supply alcohol in very limited circumstances – independent legal advice should be sought.

Drunkenness and Your Duty Not To Serve

- People become drunk when they consume alcohol faster than the body can remove it. It is essential, as a responsible retailer of alcohol, to be able to recognise the signs of drunkenness.
- There are many different signs of drunkenness. **You should be able to recognise these signs.**
 - Loss of co-ordination
 - Slurred, too loud or too fast speech
 - Slow reactions
 - Staggering or inability to walk
 - Glazed eyes
 - Heavy sweating
 - Slower pupil response leading to constricted pupils
 - Slowed breathing
 - Nausea and vomiting
 - Loss of consciousness.

Please note: in some cases illness, injury or disability can cause much the same appearance as being drunk, therefore, a cautious approach is required.

Drunk customers in and around licensed premises can cause many problems such as violent crime, anti-social behaviour and loss of custom



Duty to Refuse

It is your duty to refuse to sell alcohol to anyone under 18 and those who appear to be drunk.

- You commit an offence if:
 - You sell alcohol to a person who is drunk
 - You sell alcohol to a companion of a person who is drunk for consumption by drunken person
 - You allow alcohol to be sold to a person who is drunk

You have a duty to refuse service under these circumstances. However, you must do this tactfully and defuse any potential objection by explaining that you are legally obliged not to sell anyone who is drunk.

You should never serve a person who is already drunk. If you do not have door or security staff, it is possible that you customers may already be drunk when they enter your premises.

Penalties

Penalty Notice:

On the spot fine of £80

Prosecution:

Fine not exceeding level 3 on standard scale (currently £1,000)



Capacity Log Book

Date.....

Start Session Checks	Completed
1. Fire Escapes unlocked and cleared to route end	
2. Door supervisors sign in.	
3. Door supervisors wearing registration badges.	
4. If venue open on arrival occupancy head count	
5. Any special instructions delivered to staff	
6. Any new starters shown around venue	

Verified by : (Managers signature)

Occupancy Level Record

Time	In	Out	Total	Refused	Time	In	Out	Total	Refused
19:00					00:00				
19:30					00:30				
20:00					01:00				
20:30					01:30				
21:00					02:00				
21:30					02:30				
22:00					03:00				
22:30					03:30				
23:00					04:00				
23:30					04:30				



Drugs Policy

Produced by Lancashire Constabulary

PS 1102

February 2007



Key Principles

This policy is designed in recognition of 'Lancashire Constabularies commitment to safer Clubbing Guidance 2004' in partnership with Drug Action Teams (DATs), Council licensing departments and local drug services involved with such issues (i.e. Drugline-Lancashire Ltd).

This policy aims serve as a checklist and assist venues within Lancashire to:

- Safeguard the welfare of drug using customers
- Ensuring that the venues operate within the law
- The aide venue owners and managers to comply with the Health and Safety at Work Etc Act (1974) by safeguarding the health, safety and welfare of employees
- Ensure the venue's views are communicated to all staff and ensure that everyone understands procedures and works to them

Aims

- **The prevention of drug dealing in venues**
- **The minimising of drug use in venues**
- **The safeguarding of customers who attend venues who have used drugs**

Staff and the Drugs Policy

Lancashire venues will ensure the drugs policy is communicated with all staff:

- This to be undertaken through the staff induction process where a copy of the policy is given to all staff members on joining the venue.
- In addition, access to drug training can be offered (see later section).
- Staff members must be supported and supervised in the implementation of the policy on their starting work through managerial and peer guidance
- The policy must be worked along side that of the Health and Safety policy of the venue

Customers and the Drug Policy

- The venue will ensure the drugs policy is clearly visible in the venue and available to venue goers on request. (This can be abridged for display stating key principles of the policy)
- The venue should ensure particular aspects of the policy, e.g. search policy is separately displayed and clearly visible to venue goers
- The policy will be working alongside the Health and Safety policy of the venue
- The venue will ensure best communication with customers and utilise established mechanisms e.g. interactive website, fliers communicating both policy and any future changes to policy and practice with tear off and returnable feedback slips and venue mail shots or membership literature offering targeted feedback opportunities
- The venue also should support club goers taking responsibility for their own welfare. Venues to display materials to support this e.g. Blackpool, Blackburn and Lancashire DATS A1 posters offering guidance to venue goers as well as venues.

- Further to display materials* highlighting club goers' responsibilities i.e.

Club goers should :-

1. Be well informed about drug use, including harm reduction practices
2. Have a good understanding of the law and know their rights
3. Look after themselves and others when at a venue
4. Communicate quickly with staff, other officials and clubbers if problems arise
5. Be proactive in the development of better standards at venues

* Such materials are available from local drugs agencies (e.g. Drugline Lancashire Ltd)

Preventing Drugs and Weapons (including firearms) **Entering the Venue**

- Lancashire venues are committed to the reduction of drugs and weapons, including firearms entering venues.
- Lancashire venues are committed to a clear and visible search policy in compliance with standards set out in the Safer Clubbing document.
- Venues are committed to ensure the search policy will highlight the form and regularity of searches, a complaints procedure when drugs are found. Again in compliance with Safer Clubbing cited standards for best practice.

Preventing Drug Dealing at Venues

Lancashire venues are committed to vigilance to prevent drug dealing in their venues. Procedures to highlight for each venue's compliance with best practice principles as cited in Safer Clubbing:

- Clear expectations of door supervisors
- The regular supervision of the building (targeting key areas where drug use or drug dealing may be deemed to take place)
- The use of CCTV
- Toilets are regularly attended
- A system established for logging and pursuing information from staff members, customers or outside agencies about any suspected drug dealing at the venue

Finding Drugs

Lancashire venues recognise the importance of ensuring a clear procedure on what staff should do if they find drugs in order to minimise any legal risk to staff.

In compliance with Safer Clubbing venues will adhere to:

- The recording of suspected drug finds in an incident book
- Insurance of safe and secure storage of drugs (locked safe) after ensuring that the drugs are placed in a sealed bag and details entered into a drug register.
- Prompt and agreed handing over the drugs to the local police
- Agreed procedures with the local police on the emptying of amnesty boxes
- Agreed procedures with the local police on when they will be expected to be called
- Agreed actions to be taken against any customer found with drugs

Keeping Drug Using Customers Safe

- Lancashire venues recognise and support the importance of staff being vigilant in identifying customers who are suffering from the effects of drug use.
- Lancashire venues agree to the clear roles of those involved in this area :-
 1. Outreach services to provide information and verbal support and to identify customers in need of further attention to venue
 2. Bar and other venue staff to identify customers in need of attention to a designated contact e.g. paramedic in venue, qualified first aider designated to support venues goers or door supervisor. (If in doubt an ambulance to be called to ensure the customers best care.)
 3. Door supervisor especially if first aid trained to be utilised for direct support
 4. Door supervisors will not eject drug users in distress without ensuring they have the means to get home safely and a companion to help them do so

Dealing with emergencies

Lancashire venues adhere to the importance of there being clear instructions on how to deal with emergencies :-

- The training and availability of sufficient first aiders present at venues
- An ambulance called on guidance of first aider or if the consciousness of an individual is compromised
- Outreach staff to provide comfort and support for venue goers who are disorientated or hallucinating
- Venue staff to feel comfortable and equipped in the absence of outreach presence to offer verbal support
- Action to be taken for those affected by heat stroke as compliant with drug training for venue staff (as noted later)
- Regular briefings (at least annually) to be offered all venue staff by appropriate local drug agency (e.g. Drugline Lancashire Ltd) to ensure staff are kept up to date with new trends of drug use and any common medial consequences
- In light of a significant issues of local concern needing prompt communication, the local drug agency (e.g. Drugline Lancashire) to ensure prompt communication with venues and if required a promptly called briefing session for venue owners, managers and workers

Training

Lancashire venues will ensure all staff has adequate and regular training

Licensees training

- All licensees to have adequate training e.g. Innkeeping Awarding Body (BIIAB), Licensees National Drug Certificate, covering drugs awareness, relevant law and operational guidelines support. This available in a handbook and training at approved centres throughout the country
- First step training to be gained from local drug providers (Drugline Lancashire Ltd)

Door Supervisor training

- All door supervisors will attend the nationally recognised certified course, which contains appropriate drugs training, in line with SIA legislation.

Cleaner training

- Cleaning staff will receive training in safe methods for the disposal of any drugs or drug paraphernalia found.
- This to be undertaken through Health and Safety training in or out of house with additional training available from local drug providers (Drugline Lancashire Ltd)

Staff training

- Staff will receive basic training around the effects of the main substances use and how to respond to drug users in distress.
- Training to include awareness of health and safety issues and the implementation of the different requirements of the drug policy. This can be provided by local drug agency (e.g. Drugline Lancashire Ltd).

LANCASHIRE



BEST BAR NONE

Drugs / Weapons - Removal / Collection Record

Venue _____

Time and Date	Items Removed	Removing Officers Name	Collar Number	Signiture

Duty Managers Signature _____



This is a suggested guide to the

Content of a

FIRE

RISK ASSESSMENT

Fire Risk Assessment

A risk assessment is not a theoretical exercise. A lot of the work can be done from the knowledge you or your employees have of the premises and knowledge of the clientele that are catered for or visitors that may frequent the property. The responsible person, this being the employer, or occupier, or the owner of the premises, should always strive to ensure that current fire precaution standards are achieved.

It consists of *five steps*

Hazards and Control Measures. *Step 1* This is where the hazards present in the premises are assessed and whether they are covered by the precautions already taken, so that the risk from the hazards is acceptable *page 5. Step 2.* Decide who is at risk and what preventative measures are in place. Also who is in need of extra assistance and how this will be given

Evaluate and Act. *Step 3* Think what is the findings of the above steps what are the risks of fire starting and developing? What are the risks to people in the building or nearby? Think of external bin compounds are they secure from arsonists?

The Fire Audit. The responsible person as described below inspects the premise in order to determine the fire precautions, which are present at the time of the inspection.

Written Assessment. *Step 4* When the above are completed then a written narrative should be produced in order to show how the various elements of fire precautions are linked together and controlled by the management of the premises. Who calls the fire service? Have you separated fuels from ignition sources? Have you a plan of action? Will it work? Is your staff trained?

Review *Step 5.* If any structural changes are made. Use of rooms change, have a near miss. Review annually or earlier if changes are made.

Fire safety management

The employer, owner or the occupier of the sleeping risk premises / business, will have the responsibility of maintaining an adequate means of escape; *e.g. the main staircase or other emergency exits form upper floors basements or kitchens. The elements of the means of escape, being self-closing doors, auto self-closing doors, fire resisting structure, final emergency exit doors.* Maintaining a system that alerts staff and residents of the risk of the outbreak of fire. To have a system in place for the training of staff as to their roles if the fire alarm sounds. Providing and maintaining suitable means of fighting a fire.

The owner or occupier will also be responsible for maintaining and testing fire warning systems and escape lighting. The tests are to be duly recorded in a fire logbook. The purpose of the testing and recording is to ensure the system is maintained in working order and the recording of the test is the proof that the system works correctly or any faults found are rectified. It is also a requirement to record all training of staff and testing of equipment.

Hotel owners or occupiers who have this responsibility to minimise the risk of fire breaking out and the safety to guests and staff can find guidance on website

www.communities.gov.uk, then to section **fire and resilience**, then to, **fire safety law**, then, **guide three sleeping risks** or short guides to making your premises safe from fire.

The responsibility is a personal one of the employer, occupier or owner. Or delegated to a person employed to the position of management. Who ever it is there should be no doubt where the responsibility lies and if this person is not available some other person should have the authority to act in her or his place.

It is prudent for the manager to have an Action Plan to prevent fire and this plan is to include clear concise instruction to staff and guests explaining their actions of what to do if fire breaks out. Who to contact and how, nearest exit routes and assembly points, also their individual duties at this time.

EXPLANATION OF TERMS

MEANS OF ESCAPE

This is the means by which people can safely leave a building to a point of safety in the event of an emergency evacuation being required. In majority of hotels the primary escape route will be the main staircase there may also be other fire exits at the various levels within the premises. Examples of these being adjoining doors to next door property, external escapes from upper floors, basement emergency exit doors. All emergency exit doors must be available at all times that the premises are open to the public. The doors should open in the direction of travel. These doors are to be easy to open without the use of a key

EMERGENCY LIGHTING

This is the means by which an emergency escape route is illuminated if the mains electric should fail. These are lights that are powered by mains electric with the addition of a battery back up, to illuminate the light for at least 1 hour on mains failure.

The British Standard for Emergency Lighting is BS 5266

FIRE ALARM

This is the means of giving warning in case of fire to all occupants of the building. The system consists of three parts these being **automatic detection** (smoke or heat) the **manual break boxes** and the **sounder system**. All three elements are electrically linked together so that operation of the automatic detection or manual call point will operate the sounders to give the warning. The sound that should be achieved at the bed head is 75 decibels.

The alarm should be tested at each break glass point weekly and electrically tested by a suitably qualified electrician six monthly.

The British Standard for hotels is BS: 5839. PT1. L2.

FIRE FIGHTING EQUIPMENT

This is the provision of fire extinguishers in the public areas and in addition a fire blanket in the kitchen in order that any outbreak of fire can be tackled in its early stages. This will be if people feel comfortable to do so. Extinguishers are located mainly on the staircase or next to final exit doors so people can secure their escape route if necessary. A member of staff must be nominated and be trained in the use of extinguishers.

ESCAPE SIGNAGE

These are part of the passive measures to aid escape. All emergency exit routes must be indicated by signs that conform to BS 5499-4:2000

DOORS

All bedroom doors and corridor doors should be upgraded to include intumescent strips and flexible edge smoke seals. Ideally a plan of upgrading old made up doors should be devised.

EVALUATION OF THE RISK BY AREAS OF THE WORKPLACE

Low Risk Areas

Areas where there is minimal risk to persons lives, where the risk of fire occurring is low, or the potential, of fire, heat and smoke spreading is negligible. An area where if a fire should start people in the premises would have plenty of time to react to the warning and safely evacuate the premises.

Medium Risk Areas

Areas that if a fire should start it and its products would likely be contained or would spread slowly. If effective early warning were in the area it would allow persons adequate time to safely evacuate.

High Risk Areas

Areas of the premises where if a fire should start it would develop quickly and reduce the time for people to evacuate.

Also areas where people's reaction time to the fire alarm is reduced due to the activity they are doing or if the ability of the person to react is affected. Examples if asleep, have been drinking, in an environment of loud noise, infirm, elderly.

HAZARD PERCEPTION

For a fire to start three things are required

- a source of ignition;
- fuel;
- oxygen;

If any one of these three are missing then a fire cannot start.

Ignition sources: Smoker's materials, naked flames e.g. cookers, deep fat fryers, faulty or poor maintained electrical equipment, heating boilers, to name a few.

Sources of fuel: Combustible rubbish paper cardboard, textiles, bedding, furniture including fixtures and fittings, and decorating materials thinners, paints, varnish, adhesives.

Control measures are the provisions taken to control the potential fire risk e.g. electrical appliances should have correctly rated fuses in and P.A.T. tested. Correct storage of flammable materials e.g. paints thinners etc. Gas appliances and kitchen extractors being serviced.

These areas are to be looked at and evaluate then decide if the measures you have taken are adequate to prevent a fire occurring or if more is needed to reduce the risk of fire.

WHO IS AT RISK?

Decide who will be in danger if a fire should start. The priority is for people to have enough time to safely escape the premises to a point of safety (outside the building) before their escape routes are overcome by fire or the heat and smoke produced by such.

Decide where their locations may be, what their reaction times will be like e.g. sleeping people will react slower than people who are awake, physically challenged, visually impaired hard of hearing, people in isolated locations. All people will need early warning and clear

escape routes that are protected from the effects of fire. Then decide if the protective measures in place are adequate to detect a fire and give early warning.

FIRE RISK AUDIT
NAME OF BUISNESS:
ADDRESS:
USE OF PREMISES:
RESPONSIBLE PERSON: This is the Employer. Or. The Occupier. Or. The owner.
DATE OF RISK ASSESSMENT:
CARRIED OUT BY :
POSITION IN COMPANY :
PROPOSED REVIEW DATE :

MEANS OF ESCAPE		YES	NO
1	Do all emergency routes and exits lead directly as possible outside the building to a place of safety?		
2	Are the number, distribution and dimensions of emergency routes and exits adequate? Consider the use, the occupancy type, disabled, stag, hen groups, and the total number of people in the premises at all times.		
3	Are the exit routes clearly indicated and free of combustibles, and ignition sources at all times?		
4	Do all emergency exit doors open in the direction of escape? Sliding or revolving doors are not usually acceptable on escape routes.		
5	Are all final exit doors unobstructed clearly identifiable, fitted with suitable fastenings and readily available for use. E.g. available without the use of a key.		
6	Do all self- closing doors close fully into their rebates?		
7	Are all self-closing doors fitted with intumescent-strips and smoke seals?		
8	Are all 30 min self-closing doors and their door frames in good condition. Are there old type made up doors ready for replacement?		
8a	Is all 30-min fire resisting structure in sound condition with no damage to the integrity of walls, floors, and ceilings?		
9	Is there guest / visitor fire procedure notices in the premises? Are guests / visitors monitored on entering and leaving the premises? Are the guests / visitors given verbal instruction on procedures if the fire alarm should sound?		
10	In the event of an emergency is it possible for all guests / visitors / diners / drinkers to quickly and safely evacuate the premises?		
11	Are the Means Of Escape adequate?		

EMERGENCY ESCAPE LIGHTING		YES	NO
12	In the event of mains lighting failure is escape lighting required to illuminate escape routes? Consider working late, dark winter afternoons.		
13	If required is it adequate to illuminate the way out so guests / visitors can safely evacuate to a place of safety?		
14	Does it conform to the relevant British Standard?		
15	Is it maintained to the appropriate British Standard?		
16	Is it tested to the appropriate British standard?		
17	Are the tests recorded?		
18	Are maintenance records kept?		
19	Is the emergency lighting provided adequate? Consider turning of all mains lighting and walking escape routes to see how adequate the light provided for evacuation is. Rule of thumb illumination should be akin to moonlight.		

FIRE ALARM		YES	NO
20	Does the premises require a means for giving warning in case of fire? E.g. sleeping risks, a large premise, high risk, or is there a complicated layout. Are there any inner room situations? If it does, is an appropriate system for giving warning in case of fire provided? E.g. Sleeping risk requires automatic heat / smoke detection in bedrooms and escape routes. The sound should achieve the recommendation as per BS 5839b pt 1 tableB1		
21	Is it provided to the current British Standard?		
21A	<p>Recommended standards for various premises are:</p> <p>Hotels / Hostels: BS 5839 PT 1 L2 Office : BS 5839 PT 1: L3 or M or P2 / M depends on result of fire risk assessment Public Houses with residential accommodation : BS 5839 PT1 L2 Public House NO residential : BS 5839 PT1 M Covered Shopping Centres : BS 5839 PT1 L1 to L3 Residential Care : BS 5839 PT1 L1 to L3 Common places of work Shops / Warehouses / Factories / BS 5839 PT1 : M or P2/M or P1/M depending on results of Fire Risk Assessment and insurers requirements</p> <p>Is your alarm system as per the above recommended or equivalent standard?</p> <p>A fire alarm engineer may have to be consulted in order that you are in no doubt. The competent person who you employ to test the system should give a certificate stating the systems category and that it is in full working order.</p>		
22	Is it adequate for the type of use of the premises? If an office consider lone workers, late evening working or cleaner's lone working.		
23	If a sleeping risk (Hotel) is automatic fire detection (heat detection / smoke detection) provided in the bedrooms and on escape routes? Linked to question 24		
24	Are all areas of the premises adequately covered with automatic fire detection? E.G if areas of the hotel have bedrooms that have NO automatic detection fitted a fire will go undiscovered until it breaks out of the room.		
25	Is it maintained and tested to the current British Standard? As per description on page 3		
26	Are the test recorded?		
27	Are maintenance records kept?		
28	Are records kept of false alarms? Are false alarms investigated		

	And appropriate action taken on any system faults?		
--	--	--	--

FIRE FIGHTING EQUIPMENT		YES	NO
29	Are suitable and sufficient fire extinguishers provided? As per result of the Fire Risk Assessment.		
30	Are they properly located and indicated?		
31	Are they unobstructed and readily available for use?		
32	Is staff trained in their use?		
33	Are the extinguishers maintained to the current British Standard?		
34	Are records kept of testing and maintenance?		
35	Is a fire blanket provided in the kitchen?		
36	Is kitchen staff trained in the use of the fire blanket?		
37	Is the fire extinguishing equipment provided adequate?		

STAFF PROCEDURES		YES	NO
38	Is there procedures in place for the staff in the case of emergency operation of the fire alarm system?		
39	Is staff trained in fire evacuation procedures?		
40	Is the training content recorded?		
41	Are records of the staff training kept? Does the staff sign to say they have received the training and understand the procedures required?		
42	If disabled people are catered for are their extra needs catered for in the staff evacuation procedures?		
43	Are fire drills carried out?		
44	When was the last one?		
45	Is staff regular reminded via training sessions of their duties in case of emergency evacuation? Are these refreshers training sessions recorded?		
46	Are arrangements made for calling the fire service? A requirement of the Fire Order 2005		
47	Is staff aware of their own fire safety responsibilities towards maintaining a safe working environment for them selves their colleagues guests and visitors?		

ESCAPE SIGNAGE		YES	NO
48	Does it conform to BS 5499 pt1 1990 or European Directive 92/58 EEC e.g. Green-running man.		
49	Have the escape routes been walked to ensure all signage is clear and in place to ensure safe evacuation can take place?		
50	Is the escape signage concise so that no confusion will take place in an emergency situation when people who are unfamiliar with the premises need to evacuate?		

MAINTAINANCE		YES	NO
51	Are all final exit doors regularly opened and maintained in full working order? Consider adjoining doors to next door property on staircases.		
52	Are all self-closing doors regularly checked to ensure they self close into their rebates?		
53	Is all testing and maintenance recorded in a logbook?		

HAZARDS		YES	NO
54	Is there a smoking policy		
55	Is this policy fully explained to all people who visit the premises? Guests /visitors staff.		
56	Is there a smoking area?		
57	Are ashtrays and metal bins provided for responsible disposal of smoking materials?		
58	Is all electrical equipment P.A.T. tested?		
59	Are all electrical appliances fitted with the correctly rated fuses?		
59	Are all gas appliances tested for safe operation?		
60	Is the bin compound kept secure and tidy? E.g Bins not over flowing Regular collection of rubbish. Bin compounds are a regular fire risk due to arson.		

ANY ITEM ABOVE RECEIVING A “NO” SHOULD BE RISK ASSESSED AND IF NECESSARY PRIORITISED FOR ACTION

FROM THE ABOVE AUDIT A WRITTEN NARRATIVE OF THE ASSESSMENT SHOULD BE DONE. FOLLOWED BY AN ACTION PLAN OF HOW THE FINDINGS WILL PRIORITISE AND BE ACTIONED AND BY WHO.

THE WRITTEN NARATIVE

INTRODUCTION

Describe the building e.g. a traditional built building consisting of basement ground first second and third floor. It is used as a Hotel for eight months of the year March to October then it converts to a family home. The three upper floors are used as guest accommodation the ground floor houses the dining room and bar with the kitchen to the rear of the ground floor. The basement is private accommodation with two bedrooms a lounge and bathroom. This is the first fire risk assessment for the premises however previous legislation The Fire Precautions Act 1971 did apply to the premises and a certificate was issued in February 1977 this forms the basis for this risk assessment.

This risk assessment will be reviewed in 12 months or if any structural alteration take place. It will also be reviewed if the operation of the business changes in any major way

MR Smith the Hotel owner undertook this assessment.

Occupancy

The hotel caters for 35 clientele who occupy the first, second and third floors. The split being 16 on first floor, 12 on second, 7 on third floor.

There are two employees one who cleans and a waitress. The cleaner works from 10:00am until 13:00 the waitress works from 07:30 until 10:00 and 16:30 till 18:30.

There are four family members

The total occupancy for the building will therefore be 41 people when fully occupied.

The guests taken are mainly able-bodied family groups no single sexed groups are catered for. The hotel will accept disabled people who will be accommodated for at first floor level.

The procedure for evacuation with people who have special needs will be covered in the staff procedures.

HAZARDS AND CONTROL

Hazards

Gas supply and appliances
Electricity supplies.
Electrical appliances.
Smoking.
Combustible materials.

Control Measures

Gas Supply and Appliances

The gas supply and equipment are located in an area that is not accessible to guests staying at the hotel.

The gas boiler is located in the basement private accommodation and is checked and certified by a CORGI registered gas engineer every year.

The kitchen is locked at night to prevent access by guest

.Electricity Supply

The electricity supply for the premises enters into the basement and is distributed through a consumer unit with fuses to the rest of the premises. The electricity supply is checked and certified by a qualified electrician each year.

Electrical Equipment

The electrical appliances throughout the whole of the hotel have been PAT tested. Any new appliances will be PAT tested before they are used on the premises.

Smoking Policy.

On arrival, all guests are informed of the smoking policy of the hotel. They are informed that smoking is prohibited in the bedrooms, but they can smoke in the ground floor lounge. There are No Smoking signs placed in each bedroom. The lounge has ashtrays for guests to use, which are emptied, once cooled, each day in a steel bin.

Combustible Materials.

All means of escape are kept free from any combustible material and are checked each day as we walk around the premises.

All bins throughout the guest bedrooms and guest area emptied daily. All waste materials from both guest areas and private areas will be emptied daily into the premises main bin. This bin will be placed away from the building

MEANS OF ESCAPE

The primary means of escape is the main staircase which serves all three floors With a direct route to the front door.

At second and third floors fire exits are provided by the adjoining doors into next door property. At basement level a door to the front of the property provides an emergency exit door. There is also a fire exit door from the kitchen to the rear of the property. On inspection it was found the new double glazed doors fitted to front of property and kitchen had locks fitted which require a key to unlock the door.

SECURING THE MEANS OF ESCAPE

The escape routes mentioned above will always be available as they are protected by 30-min fire resisting structures the walls, floors, and ceilings from below. All rooms leading onto escape routes have 30-min fire resisting doors with self-closing devices.

FIRE ALARM

A fire alarm is provided which consists of automatic heat detectors manual call points and warning bells. It conformed to the British Standard of 1977 when the fire certificate was issued. Some bedrooms and escape routes do not have automatic smoke or heat detection fitted.

EMERGENCY LIGHTING

Emergency lighting is provided on the staircase, which adequately illuminates the stoics, and emergency exit doors if the mains electric lighting fails. It was installed to the British Standard that was current at the time the Fire Certificate was issued

FIRE FIGHTING EQUIPMENT

This is provided on all landings on the staircase and next to all doors, which are indicated as fire exits. They are water extinguishers on the staircase. The kitchen is provided with a dry powder extinguisher and fire blanket.

EXIT SIGNAGE

All exit routes are indicated with the green running man signs which show the direct route to the exit doors

PLAN

All the above information and locations of the equipment are indicated on the attached plan

MAINTAINANCE AND TESTING

The fire alarm is tested on a weekly basis with a different call point being operated. These are numbered 1-5. These tests are recorded in the fire logbook.

The emergency lighting is tested weekly. All tests are recorded in the fire log book

All final exit doors, which are not in regular use, are opened every three months to ensure ease of use. All self-closing fire doors are checked on change over day to ensure they close correctly into their rebates

GUEST FIRE PROCEDURES

All guests and visitors are verbally informed of the procedures to follow if the fire alarm sounds. This is reinforced with the fire notice in the rooms. Copy attached

STAFF PROCEDURES / EMERGENCY ACTION PLAN

The policy of the Hotel is to ensure that all staff, guests, and visitors can quickly and safely evacuate the premises

During day light hours from 08:00 to 23:30 hours if the fire alarm should sound then Mr Smith will inspect the fire panel and investigate the location indicated Mrs Smith will start the evacuation of any guests present in the hotel. If nothing is found then the system will be reset. If any doubt is apparent as to why the system sounded then the fire service will be called.

During the hours from 23:30 to 08:00 then the fire service will be called immediately and evacuation will be started. Mrs Smith will open the front door and help gather the guests she will also meet the fire service and give all information she can.

If disabled people are staying then assistance will be given to ensure that they are evacuated safely to ground floor if the front room lounge is unaffected then people will be allowed to assemble in this area.

Conclusion

When the audit, assessment and written narrative are completed then a conclusion will be found.

This will prioritise any weakness found in the fire precautions, management procedures or control measures into a list. This list will then have to be acted on.

Remember the owner / occupier responsible person for the premises must always strive to achieve the current day standard for fire precautions in their relevant premises.

The following is an example of how the list may look.

CONCLUSION

Priority A Action required to comply with current fire safety standards for responsible fire safety management.

Priority B This is required for good fire safety practice

Item No		Priority Rating
1	Fire Alarm and Emergency Lighting require to be tested and maintain on an annual basis by a suitable qualified electrical engineer. Refer to Question 25 As per description page 3	A
2	Add additional automatic detection to the bedroom and escape routes. Have sound levels of alarm tested to check if required levels are achieved. Refer to question 20/ 23 / 24. Also description on page 3. Also narrative page 13	A
3	The risk assessment showed that final exit doors at front door and kitchen require thumb turn locks fitted to ensure the door is always available to be opened without the use of a key. Refer to question 5, also narrative means of escape page 13, and description means of escape page 3.	A
4	Introduce a smoking policy to the premises. Refer to question 54,	B

OTHER CONSIDERATIONS

Recovery Plan

Consider if the worst should happen it does not have to be a fire but a flooding or structural damage to your roof. In your recovery plan you could have names and contacts numbers of trusted or recommended contractors. E.g. electricians, plumber's builder's roofers that could help get your business back up and running to avoid costly long closures.

This is a suggested guide to what should be looked at and included in a Fire Risk Assessment

NIGHTSAFE
BB
BEST BAR NONE

The Lancashire Best Bar None Awards 2007 • The Lancashire Best Bar None Awards 2007 •

**Lancashire
Best Bar None 2007
Awards Evening**
De-Vere Hotel,
Blackpool



DEVERE
heritage

Welcome to the Lancashire Best Bar None 2007 Awards at the De-Vere Hotel, Blackpool. I hope you all enjoy the evening and take this opportunity to celebrate the steps taken by both the Alcohol industry and the responsible authorities in reducing the amount of alcohol harm by raising the standards across licensed premises.

This years scheme, has taken the unprecedented step of developing a force wide project and standardising the engagement over a much wider area and obtaining the services of three statutory authorities. This has not been without its own problems, none more so than in co-ordinating the amount of premises who entered and ensuring that the three partner agencies provided a consistent approach across the county.

The amount of interest in the Best Bar None Scheme, by the licensed trade has been nothing but tremendous and there enthusiasm to engage with the partners has been very encouraging. Throughout Lancashire, of the approximately 1600 licensed premises that were available to apply, over 500 requested the initial application form. Of these, 161 completed application packs were returned as completed. After both the application pack had been marked and the formal inspection process, 104 premises have shown that they have the appropriate policy and procedures in place to be recognised as 'accredited premises'. We could not have achieved this tonight without funding provided by the Local Authority Agreement (L.A.A.) which has been managed through the Cumbria and Lancashire Alcohol Network (C.L.A.N), to provide the time and effort in making this happen. This funding has allowed the Best Bar None scheme to be run for the next 3 years in Lancashire.

Tonight, is a celebration for yourselves, as accredited premises, to showcase your hard work and to recognise those premises that have gone that extra mile to ensure your customers enjoy a safe environment?

Lancashire Constabulary and its partners endorse the Best Bar None scheme and will continue to support its development over the forthcoming years.

I wish you all a pleasant evening and congratulate you all.

Wendy Walker
Assistant Chief Constable
Lancashire Constabulary

The Lancashire Best Bar None Awards 2007

Order of Events

- Welcome drink
- Introduction and Welcome by our host for the event
– Phil Trow from Radio Lancashire
- Dinner
- Speeches by
 - David Herne / Lindsay Hoyle
 - Wendy Walker – Assistant Chief Constable, Lancashire Constabulary
 - Peter Holland – Lancashire Fire and Rescue Service
- Presentation of Awards
 - Certificates of Merit
 - Runner Up - Community Pubs
 - Runner Up - Bars / Pubs
 - Runner Up - Nightclubs
 - Winner – Community Pubs
 - Winner – Bars / Pubs
 - Winner – Nightclubs
 - Best in Lancashire – Community Pub
 - Best in Lancashire – Bars / Pubs
 - Best in Lancashire – Nightclub
- Celebration Disco

Accredited Premises 2007

Congratulations to the following premises that have displayed sufficient evidence to obtain the minimum standards. The premises are not in any particular order.

Community Pubs

- Belle View, Blackpool
- The Clarence, Blackpool
- The Highfield, Blackpool
- The Gynn, Blackpool
- The Admiral, St.Annes
- The Ship, Elswick
- The Blue Room, Blackpool
- The Taps, Lytham.
- The Gardeners Arms, Thornton
- Worden Arts and Craft Centre, Leyland
- The Windmill, Mellor
- Delph Tavern, Upholland
- Brookes Arms, Chorley
- Anchor Inn, Lostock Hall
- Gillibrand Arms, Chorley
- Old Dog Inn, Upholland
- The Springfield, Coppull
- Hinds Head, Wrightington
- Dicconson Arms, Appley Bridge.
- The Plungington Tavern, Preston
- The Black Bull, Fulwood
- The Plough, Grimsargh.
- Bartle Hall, Preston
- The Cricketers, Preston
- Black Horse Hotel, Preston
- St. Johns Tavern, Blackburn
- Walton Arms, Accrington
- The Birches, Whitworth
- The Crown, Colne

Pubs / Bars

- Funny Girls, Blackpool
- The Tower Lounge, Blackpool
- Yates (North), Blackpool
- Stanley Arms, Blackpool
- Dutton Arms, Blackpool
- The Duke of York, Blackpool
- Yates (South), Blackpool
- The Litten Tree, Blackpool
- Rose and Crown, Blackpool
- Pepes Bar, Blackpool
- Swift Hound, Blackpool
- The Castle, Blackpool
- The Manchester, Blackpool
- Flying Handbag, Blackpool
- Nellie Deans, Blackpool
- Bar 19, Blackpool
- Joya, St Annes
- The Foxhall, Blackpool
- The Cube, Kirkham
- Number 3, Blackpool
- Underbar, Blackpool
- Walkabout, Lancaster
- Litten Tree, Lancaster
- Keystones, Lancaster
- Bull Hotel, Poulton
- Gardeners Arms, Thornton
- Number 15, Chorley
- Tut 'n' Shive, Chorley
- Arriba, Ormskirk
- The George, Chorley
- I.D Bar, Chorley
- Wheatsheaf Inn, Leyland
- The Red Lion, Chorley
- Queens Head, Ormskirk
- Blue Bell, Barton
- Fox and Lion, Leyland
- The Assembly, Preston
- Reflex, Preston
- Adelphi, Preston
- Source, Preston
- Academy, Preston
- Roper Hall, Preston
- Greyfriars, Preston
- Bar Censsa, Preston
- Anderton Arms, Preston
- Yates, Preston
- Wellington, Preston
- Bar Java, Darwen
- Blakeys, Blackburn
- Sir Charles Napier, Blackburn
- The Millstone, Darwen
- Bridge Inn, Accrington
- The Birches, Whitworth
- The Crown, Colne

Nightclubs

- Walkabout, Blackpool
- Club Sanuk, Blackpool
- Alabama, Blackpool
- Flares, Blackpool
- Klub DNA, Blackpool
- The Syndicate, Blackpool
- Sugar House, Lancaster
- Residence, Poulton
- Applejax, Chorley
- Park Hall, Charnock Richard
- Squires New York, New York, Preston
- 53 Degrees, Preston
- Lava Ignite, Preston
- Browns, Preston
- PR1, Preston
- Truth, Preston
- Liquid and Envy, Blackburn
- Roxy, Darwen
- Club Tropicana, Blackburn
- Walkabout, Burnley
- Lava and Ignite, Burnley

Congratulations to you all.

Alcohol plays an important and positive role in today's society and plays a key role in the economy of most towns and cities throughout the UK. It also part of our social and family life and can enhance meal times, special occasions and time spent with friends.

However excessive alcohol consumption is a cause for considerable concern amongst those who have to deal with the consequences of drinking to excess.

In May 2007, Lancashire Constabulary launched its own Alcohol Harm Reduction Strategy, which is seen as a key priority for Lancashire Constabulary. The strategy is integral to the Constabulary's approach to neighbourhood policing and quality of service – quite simply we must work with the communities of Lancashire and the alcohol industry to ensure that the consumption and sale of alcohol is legal and raise awareness of the impact of over consumption of alcohol particularly in relation to crime, disorder and anti-social behaviour. This does not solely refer to the offenders, but we should also recognise that excessive alcohol consumption can result in making people more vulnerable to physical and sexual assaults.

It is only by understanding all the issues around alcohol that we will further enhance confidence in the Constabulary and its partners and ultimately deliver even better operational performance to members of the public.

We must also make sure that we get our processes right internally in each of the five areas of the strategy and in doing so lead by example – respect the opinions of our partner agencies and the alcohol industry. We must put the issues raised in the Alcohol Harm Reduction Strategy at the heart of our day to day business.

Best Bar None will be held again in 2008 and I would encourage all of you to promulgate the benefits of the scheme through your breweries and pubwatches.

N I G H T S A F E



B E S T B A R N O N E

Public safety message

keeping you safe



Nightsafe

reducing alcohol related harm

T/Supt P O'Dwyer
Lancashire Constabulary HQ
H Division Operations
PO Box 77, Hutton, Preston,
Lancashire, PR4 5SB

Telephone: 01772 412572
Fax: 01772 412712

Our Ref: P'OD/RH

19th May 2008

Dear Sir / Madam

Herman Goldstein Award Nomination – Operation Honour

I write to offer my support and sponsorship of Operation Honour as a Herman Goldstein award nomination for Lancashire Constabulary.

Alcohol related violent crime is a strategic threat for the police service. Alcohol is used recreationally by 90% of the adult population, and binge drinking has become endemic, particularly within youth age groups.

Alcohol abuse has clear links to violence, and is particularly prevalent in areas with large licensed public houses with high capacities, particularly premises with a high proportion of Vertical Drinking Spaces (VDS) which encourage heavy drinking.

Working with our partner agencies to address and assist the management of venues in providing a safe environment for the public to frequent is key to achieving a reduction in violent crime and increasing the public's perceptions of our towns and cities.

Operation Honour specifically addressed the issues of legal compliance within licensed premises and provided the infrastructure to provide help and assistance when necessary. The key partners involved in this POP include:

- Lancashire Fire and Rescue Service.
- Primary Care Trusts.
- The Licensed industry.
- Local Authority Enforcement Officers.
- Training Providers to the drinks industry.

Cont/...

The outcomes of the initiative include:

- Increased self esteem.
- Increased knowledge and understanding of the premises legal requirements.
- Increased standards of policies and procedures within the premises
- Increased knowledge of the public in relation to Best Bar None
- Improvement in partnership working between the licensed trade and the responsible authorities.

I fully support Operation Honour for consideration of the Herman Goldstein Award 2008 and commend the initiative as best practice in this area of policing.

Yours sincerely

Peter O'Dwyer
T/Superintendent