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 licenses 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 interested 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 have 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**

License 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).

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.
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 form 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 there 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
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 there 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.

![Graph showing the number of premises meeting the minimum standards in each division.]

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 there 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 it’s 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.
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.

![Image 1](image1.png) ![Image 2](image2.png)

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 been 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?

<table>
<thead>
<tr>
<th>Standard of Feedback</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Poor</td>
<td>2</td>
</tr>
<tr>
<td>Average</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>6</td>
</tr>
<tr>
<td>Very Good</td>
<td>8</td>
</tr>
<tr>
<td>Excellent</td>
<td>10</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Have Policies Improved</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>12</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
</tr>
</tbody>
</table>
Have the public expressed an interest in the scheme?

- **Bar Chart:**
  - Yes: 30
  - No: 5

- **Pie Chart:**
  - Yes: 70%
  - No: 30%

- **Bar Chart:**
  - Yes: 15.5
  - No: 14.5
Do you believe that this scheme has improved the partnership work between the trade and the Responsible Authorities?

**Improved Partnership Working**

- Yes
- No

**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?

![Improved Partnership Working Chart]

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 with 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”.

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.
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.

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

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
4 SECTION A – PREVENTION OF CRIME & DISORDER

- capacity
- security
- drinks/drunkenness
- drugs
- thefts/burglary
- disorder

10 SECTION B – PUBLIC SAFETY

- first aid public security
- event control
- glass
- fire
- building safety
- transport

14 SECTION C – PREVENTION OF PUBLIC NUISANCE

- noise
- community engagement
- litter/waste

16 SECTION D – PROTECTION OF CHILDREN FROM HARM

18 SECTION E – GENERAL

19 SECTION F – TERMS & CONDITIONS
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)
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 doorman) training package with regards to drunkenness / conflict management. If this is documented explain where:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

DRUGS

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?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
THEFTS / BURGLARY

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

☐ Mirrors  ☐ CCTV
☐ Sufficient lighting in all areas  ☐ Audible alarm
☐ Window locks  ☐ Staffed 24 hours
☐ 24 hour security  ☐ Bag hooks under tables
☐ Crime prevention survey  ☐ Roving security
☐ Advice notices for customers  ☐ Staff lockers
☐ in relation to thefts  ☐ DJ announcements
☐ Cloakroom  ☐ Regular documented toilet checks
do not apply
☐ Regular documented toilet checks  ☐ Property patrols
☐ Layout designed to ensure effective observations
can be carried out by staff at all times  ☐ Toilet attendants
☐ Other

If “other” give details:

A18  Are these procedures (described in A15) documented anywhere?
☐ Yes  ☐ No

If yes, explain where:

A19  Describe your staff training package with regard to crime prevention.
If this is documented, explain where:

A21  Describe your staff training package with regard to crime prevention.
If this is documented, explain where:

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
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?  
   If yes, give details:
   □ Yes  □ No

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?  
   If yes, give details:
   □ Yes  □ No

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

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

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:

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________
Finally, is there anything you wish to add which may support your application which has not already been covered?
Entrants must be the Designated Premises Supervisor (DPS) of a premises situated within the stated area or the employee of such.

Entries must be returned within the stated time limit.

Category and overall winners will be judged by a panel from the entries received.

The judging panel's decision will be final and no correspondence will be entered into.

All winners will be announced when the application period is finished and in the manner described by the organisers.

The prizes are non-transferable and there is no cash alternative.

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.

Winning and award does not give any premises immunity from prosecution for any offices and is by no mean a guarantee of the safety of the premises.

The award winning plaques and certificates remain the property of the Authority organising the scheme.

Winning an award does not represent an endorsement of the premises by the Authority(s) organising or supporting the scheme.
<table>
<thead>
<tr>
<th>Applicants Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>Premises Name</td>
</tr>
<tr>
<td>Operating Company</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
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<tbody>
<tr>
<td>PUB [ ]</td>
</tr>
<tr>
<td>COMMUNITY PUB  [ ]</td>
</tr>
<tr>
<td>CLUB [ ]</td>
</tr>
</tbody>
</table>
### Scoring Totals

<table>
<thead>
<tr>
<th></th>
<th>Essential (must score 100% to be accredited)</th>
<th>Desired</th>
<th>Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Score</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accredited</strong></td>
<td>YES [ ]</td>
<td>NO [ ]</td>
<td></td>
</tr>
<tr>
<td><strong>Finalist</strong></td>
<td>YES [ ]</td>
<td>NO [ ]</td>
<td></td>
</tr>
</tbody>
</table>

### Section A – Prevention of Crime and Disorder

#### Capacity

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Relevant References</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Must manage capacity effectively</td>
<td>A1, A2, A3, A4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Uses Comfort factor to manage capacity</td>
<td>A2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Has documented policy with regard to capacity and overcrowding and enforces this</td>
<td>A2, A3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Security</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong> Must hold regular security reviews</td>
<td>A5, A6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> Must have written accident recording system</td>
<td>A8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> If doorstaff employed, must be registered by SIA</td>
<td>A7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has written incident recording system</td>
<td>A5, A8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has lost and found property system</td>
<td>A8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Records details of persons barred/ejected</td>
<td>A5, A8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Staff are easily identified</td>
<td>A9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has either hard drive CCTV or tape system with 31 tapes, locked away with documented system</td>
<td>A10, A20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Has policy on searching of patrons</td>
<td>A15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Has policy on searching of premises</td>
<td>B6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Full minutes are taken of security briefings and any follow up action</td>
<td>A6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Mapping system used to identify hot spots within the premises</td>
<td>A5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Records each incident and sends copies to head office or area manager etc</td>
<td>A5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Notes please use space at rear of booklet

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### Drinks / Drunkenness

<table>
<thead>
<tr>
<th>Drinks / Drunkenness</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong> Has clear and effective policies to prevent and deal with drunkenness</td>
<td>A13, A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> Staff must be trained regarding drunkenness</td>
<td>A13, A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> Follows documented code of practice in respect of the sale and promotion of alcoholic products</td>
<td>A11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has documented staff training package with regard to drunkenness</td>
<td>A13, A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has clear duty of care policy regarding persons suffering adversely from the effects of drink / drugs</td>
<td>A13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has clear policy regarding preventing incidents of disorder by persons under the influence of drink</td>
<td>A13, A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Has policy to discourage drink driving</td>
<td>A12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to drunkenness</td>
<td>A13, A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Provides conflict resolution training for staff when dealing with drunken / drugged customers</td>
<td>A14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes
### Section A – Prevention of Crime and Disorder

#### Drugs

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

#### Thefts / Burglary

<table>
<thead>
<tr>
<th>Criteria</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Must have a clear anti-theft strategy in place</td>
<td>A20, A21</td>
<td>I3, I4, E6 G36 G36.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Must provide staff training with regard to crime prevention</td>
<td>A21</td>
<td>I3, I4, E6 G37 G37.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Has alarm or other security measures to protect the premises when empty</td>
<td>A20</td>
<td>I3, I4, E6 G38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Has Documented staff training package with regard to thefts</td>
<td>A21</td>
<td>I3, I4, E6 G39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Has toilet attendant or documented toilet checks</td>
<td>A20</td>
<td>I3, I4, E6 G40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to crime prevention</td>
<td>A20</td>
<td>I3, I4, E6 G41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes

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

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GN Ref = Guidance Notes Reference number
### Section A – Prevention of Crime and Disorder

<table>
<thead>
<tr>
<th>Disorder</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Must have a strategy for dealing with incidents of disorder</td>
<td>A5, A22, A26</td>
<td>I3, I4, E6, G44, G45</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Staff must be trained in relation to preventing disorder / conflict management</td>
<td>A22, A25, A26</td>
<td>I3, I4, E6, G45, G45</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has a clear duty of care strategy for dealing with victims of disorder</td>
<td>A13, A14, A25</td>
<td>I3, I4, E6, G47</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has documented staff training re disorder strategy</td>
<td>A26</td>
<td>I3, I4, E6</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has clear policy re disposal of weapons</td>
<td>A19, A23, A24</td>
<td>I3, I4, E6, G45</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Records when staff have undertaken training, provides ongoing and recorded training or sets written exams with regard to disorder strategy</td>
<td>A26</td>
<td>I3, I4, E6, G50</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Any weapons are documented, securely bagged and placed in a safe until police can remove.</td>
<td>A23</td>
<td>I3, I4, E6, G51</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>A policy is in place for the preservation of crime scene until police arrive.</td>
<td>A25, A26</td>
<td>I3, I4, E6, G52</td>
<td></td>
</tr>
</tbody>
</table>

### Section B – Public Safety

<table>
<thead>
<tr>
<th>First Aid</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Must have first aid facilities within the venue</td>
<td>B1</td>
<td>I3, I4, E6, G55</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has at least one first aider on duty at all times</td>
<td>B2</td>
<td>I3, I4, E6, G55</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Has a first aid room/quiet area to treat injured persons or has designated first aid staff i.e. St. Johns Ambulance</td>
<td>B1, B2</td>
<td>I3, I4, E6, G55</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

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

**A F Ref = Application Form Reference number  GN Ref = Guidance Notes Reference number**
## Section B – Public Safety

### Public security

<table>
<thead>
<tr>
<th>Public security</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>B3, B7</td>
<td></td>
<td>I3, I4, E6, G6</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>B3, B5, B6</td>
<td>I3, I4, E6, G5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>B4, B5, B6</td>
<td>I3, I4, E6, G6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>B4, B5, B6</td>
<td>I3, I4, E6, G4</td>
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<td>D</td>
<td>B5, B15</td>
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<tr>
<td>D</td>
<td>B4, B5</td>
<td>I3, I4, E6, G4</td>
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<tr>
<td>B</td>
<td>B4, B5</td>
<td>I3, I4, E6, G6</td>
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<tr>
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<td>B4, B15</td>
<td>I3, I4, E6, G6</td>
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<td>B</td>
<td>B7</td>
<td>I3, I4, E6, G4</td>
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### Event control

<table>
<thead>
<tr>
<th>Event control</th>
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<th>Evidenced</th>
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<tbody>
<tr>
<td>D</td>
<td>B8, B9</td>
<td>I3, I4, E6, G6</td>
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<tr>
<td>B</td>
<td>B8</td>
<td>I3, I4, E6</td>
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</tr>
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<td>B</td>
<td>B8, B9</td>
<td>I3, I4, E6, G6</td>
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</table>

**Notes**

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

A F Ref = Application Form Reference number  GN Ref = Guidance Notes Reference number
## Section B – Public Safety

### Glass

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Must have an effective glass collection policy</td>
<td>B, I, G</td>
</tr>
<tr>
<td>D No open bottle skips or bins in public areas</td>
<td>B, I, G</td>
</tr>
<tr>
<td>D Uses some PET or plastic containers</td>
<td>B</td>
</tr>
<tr>
<td>D Perimeter checks made outside for any glasses or bottles</td>
<td>B, I, G</td>
</tr>
<tr>
<td>B Any waste glass is left secure in outside areas</td>
<td>B, I, G</td>
</tr>
<tr>
<td>B All products are served in either safety glass or plastic</td>
<td>B</td>
</tr>
</tbody>
</table>

### Fire safety

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

**Notes**

**A F Ref** = Application Form Reference number  
**G N Ref** = Guidance Notes Reference number
### Section B – Public Safety

#### Building Safety

<table>
<thead>
<tr>
<th>E</th>
<th>Must ensure that building and contents are in good order at all times</th>
<th>B19, B20</th>
<th>I3, I4, G83</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Has effective spillage policy</td>
<td>B18, B19</td>
<td>I3, I4, G84</td>
<td>Achieved</td>
<td>Evidenced</td>
</tr>
</tbody>
</table>

#### Transport

<table>
<thead>
<tr>
<th>D</th>
<th>Provides/displays information to customers with regard to accessing taxis and public transport</th>
<th>B21</th>
<th>I3, I4, G85</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Provides active assistance to customers by providing a free taxi phone service</td>
<td>B21</td>
<td>I3, I4, G86</td>
<td>Achieved</td>
<td>Evidenced</td>
</tr>
<tr>
<td>B</td>
<td>Provides a safe waiting area for customers to wait for taxis or other transportation</td>
<td>B21</td>
<td>I3, I4, G87</td>
<td>Achieved</td>
<td>Evidenced</td>
</tr>
</tbody>
</table>

**Notes**

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**Essential Criteria**

**Desired Criteria**

**Bonus Criteria**

A F Ref = Application Form Reference number

G N Ref = Guidance Notes Reference number
### Section C – Prevention of Public Nuisance

#### Noise

<table>
<thead>
<tr>
<th>Criteria</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Must have a ‘noise’ policy during open hours</td>
<td>C1, C2, C3, C4</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has clear policy regarding noise coming from outdoor areas</td>
<td>C4</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Deliveries, servicing etc are done with thought to neighbours</td>
<td>C1</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Has a clear dispersal policy relating to customers leaving the venue.</td>
<td>C3, C4</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
</tbody>
</table>

#### Community Engagement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Is a member of ‘Pub watch’ or other recognised partnership / crime prevention group</td>
<td>C6, C7</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Is involved in a suitable community initiative</td>
<td>C5, C7</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Is a member of a trade representative organisation (BEDA, BBPA etc)</td>
<td>C8</td>
<td>13, 14, E6, G88</td>
<td></td>
</tr>
</tbody>
</table>

Notes

---

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

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### Section C – Prevention of Public Nuisance

<table>
<thead>
<tr>
<th>Litter / Waste</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>D Clears surrounding area of litter from premises (flyers, plastics etc)</td>
<td>C9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

### Section D – Protection of Children from Harm

<table>
<thead>
<tr>
<th>Children</th>
<th>A F Ref</th>
<th>GN Ref</th>
<th>Achieved</th>
<th>Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Must have strict control over U18’s buying, consuming or being supplied with intoxicants</td>
<td>D1, D2, D3, D4, D5</td>
<td>I3, I4, E6, G5, G9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Staff must be trained regarding age/alcohol related offences</td>
<td>D2, D3, D4, D11</td>
<td>I3, I4, E6, G5, G9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Uses only passport, photo driving license or accredited ‘pass’ card as proof of age</td>
<td>D1, D2</td>
<td>I3, I4, E6, G9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Has documented staff training package with regard to age/alcohol related offences</td>
<td>D11</td>
<td>I3, I4, E6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Displays appropriate posters or other materials warning against under age drinking or stating that proof of age may be required, challenge 21 etc</td>
<td>D3, D4, D5</td>
<td>I3, I4, E6, G100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Formal risk assessment specific to protection of children has been completed</td>
<td>D10</td>
<td>I3, I4, E6, G101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Ensures that children are not exposed to adult entertainment or have access to amusements with prizes</td>
<td>D7, D8</td>
<td>I3, I4, E6, G102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Has a membership scheme in place where date of birth is proven</td>
<td>D1, D2, D3, D4</td>
<td>I3, I4, E6, G103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Records when staff have undertaken training, provides ongoing and recorded training or sets exams with regard to age/alcohol related matters</td>
<td>D11</td>
<td>I3, I4, E6, G104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Actively monitors ‘family’ areas to prevent age/alcohol related offences</td>
<td>D9</td>
<td>I3, I4, E6, G105</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

E Essential Criteria  D Desired Criteria  B Bonus Criteria

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

Start Session Checks

- 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

Occupancy Level Record

<table>
<thead>
<tr>
<th>Time</th>
<th>In</th>
<th>Out</th>
<th>Total</th>
<th>Refused</th>
<th>Time</th>
<th>In</th>
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</tr>
</tbody>
</table>

Verified by: (Managers signature)
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 themself 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 venues 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 medical 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).
Drugs / Weapons - Removal / Collection Record

Venue _______________________________

<table>
<thead>
<tr>
<th>Time and Date</th>
<th>Items Removed</th>
<th>Removing Officers Name</th>
<th>Collar Number</th>
<th>Signiture</th>
</tr>
</thead>
<tbody>
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</table>

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](http://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 evacuates 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.

<table>
<thead>
<tr>
<th>FIRE RISK AUDIT</th>
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<tbody>
<tr>
<td>NAME OF BUSINESS:</td>
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<tr>
<td>ADDRESS:</td>
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<tr>
<td>USE OF PREMISES:</td>
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<tr>
<td>RESPONSIBLE PERSON: This is the Employer. Or. The Occupier. Or. The owner.</td>
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<tr>
<td>DATE OF RISK ASSESSMENT:</td>
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<td>CARRIED OUT BY:</td>
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<tr>
<td>POSITION IN COMPANY:</td>
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<td>PROPOSED REVIEW DATE:</td>
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<tr>
<td>MEANS OF ESCAPE</td>
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<td>19</td>
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</table>
**FIRE ALARM**

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<tr>
<th></th>
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<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>20</td>
<td>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</td>
<td></td>
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<tr>
<td>21</td>
<td>Is it provided to the current British Standard?</td>
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<tr>
<td>21A</td>
<td><strong>Recommended standards for various premises are:</strong></td>
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<tr>
<td></td>
<td>Hotels / Hostels: BS 5839 PT 1 L2</td>
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<td></td>
<td>Office: BS 5839 PT 1: L3 or M or P2 / M depends on result of fire risk assessment</td>
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<td>Public Houses with residential accommodation: BS 5839 PT1 L2</td>
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<td>Public House NO residential: BS 5839 PT1 M</td>
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<td>Covered Shopping Centres: BS 5839 PT1 L1 to L3</td>
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<td></td>
<td>Residential Care: BS 5839 PT1 L1 to L3</td>
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<td></td>
<td>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</td>
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<td></td>
<td><strong>Is your alarm system as per the above recommended or equivalent standard?</strong></td>
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<td></td>
<td>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.</td>
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<tr>
<td>22</td>
<td>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.</td>
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<tr>
<td>23</td>
<td>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</td>
<td></td>
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<tr>
<td>24</td>
<td>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.</td>
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<td>25</td>
<td>Is it maintained and tested to the current British Standard? <strong>As per description on page 3</strong></td>
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<tr>
<td>26</td>
<td>Are the test recorded?</td>
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<td>27</td>
<td>Are maintenance records kept?</td>
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<tr>
<td>28</td>
<td>Are records kept of false alarms? Are false alarms investigated</td>
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<td>And appropriate action taken on any system faults?</td>
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<td></td>
<td>FIRE FIGHTING EQUIPMENT</td>
<td>YES</td>
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<tr>
<td>29</td>
<td>Are suitable and sufficient fire extinguishers provided? As per result of the Fire Risk Assessment.</td>
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<td>30</td>
<td>Are they properly located and indicated?</td>
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<td>31</td>
<td>Are they unobstructed and readily available for use?</td>
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<td>32</td>
<td>Is staff trained in their use?</td>
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<tr>
<td>33</td>
<td>Are the extinguishers maintained to the current British Standard?</td>
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<tr>
<td>34</td>
<td>Are records kept of testing and maintenance?</td>
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<tr>
<td>35</td>
<td>Is a fire blanket provided in the kitchen?</td>
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<tr>
<td>36</td>
<td>Is kitchen staff trained in the use of the fire blanket?</td>
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<tr>
<td>37</td>
<td>Is the fire extinguishing equipment provided adequate?</td>
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<thead>
<tr>
<th></th>
<th></th>
<th>STAFF PROCEDURES</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>38</td>
<td>Is there procedures in place for the staff in the case of emergency operation of the fire alarm system?</td>
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<tr>
<td>39</td>
<td>Is staff trained in fire evacuation procedures?</td>
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<tr>
<td>40</td>
<td>Is the training content recorded?</td>
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<tr>
<td>41</td>
<td>Are records of the staff training kept? Does the staff sign to say they have received the training and understand the procedures required?</td>
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<tr>
<td>42</td>
<td>If disabled people are catered for are their extra needs catered for in the staff evacuation procedures?</td>
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<tr>
<td>43</td>
<td>Are fire drills carried out?</td>
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<td>44</td>
<td>When was the last one?</td>
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<tr>
<td>45</td>
<td>Is staff regular reminded via training sessions of their duties in case of emergency evacuation? Are these refreshers training sessions recorded?</td>
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<tr>
<td>46</td>
<td>Are arrangements made for calling the fire service? A requirement of the Fire Order 2005</td>
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<tr>
<td>47</td>
<td>Is staff aware of their own fire safety responsibilities towards maintaining a safe working environment for them selves their colleagues guests and visitors?</td>
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<tr>
<td><strong>ESCAPE SIGNAGE</strong></td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>48</td>
<td>Does it conform to BS 5499 pt1 1990 or European Directive 92/58 EEC e.g. Green-running man.</td>
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<tr>
<td>49</td>
<td>Have the escape routes been walked to ensure all signage is clear and in place to ensure safe evacuation can take place?</td>
<td>[ ]</td>
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<tr>
<td>50</td>
<td>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?</td>
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<thead>
<tr>
<th><strong>MAINTAINANCE</strong></th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>51</td>
<td>Are all final exit doors regularly opened and maintained in full working order? Consider adjoining doors to next door property on staircases.</td>
<td>[ ]</td>
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<tr>
<td>52</td>
<td>Are all self-closing doors regularly checked to ensure they self close into their rebates?</td>
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<tr>
<td>53</td>
<td>Is all testing and maintenance recorded in a logbook?</td>
<td>[ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HAZARDS</strong></th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>54</td>
<td>Is there a smoking policy</td>
<td>[ ]</td>
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<tr>
<td>55</td>
<td>Is this policy fully explained to all people who visit the premises? Guests /visitors staff.</td>
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<tr>
<td>56</td>
<td>Is there a smoking area?</td>
<td>[ ]</td>
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<tr>
<td>57</td>
<td>Are ashtrays and metal bins provided for responsible disposal of smoking materials?</td>
<td>[ ]</td>
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<tr>
<td>58</td>
<td>Is all electrical equipment P.A.T. tested?</td>
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<tr>
<td>59</td>
<td>Are all electrical appliances fitted with the correctly rated fuses?</td>
<td>[ ]</td>
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<tr>
<td>59</td>
<td>Are all gas appliances tested for safe operation?</td>
<td>[ ]</td>
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<tr>
<td>60</td>
<td>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.</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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 NARRATIVE

<table>
<thead>
<tr>
<th>INTRODUCTION</th>
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<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Occupancy</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>HAZARDS AND CONTROL</td>
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<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Hazards</td>
</tr>
<tr>
<td>Gas supply and appliances</td>
</tr>
<tr>
<td>Electricity supplies.</td>
</tr>
<tr>
<td>Electrical appliances.</td>
</tr>
<tr>
<td>Smoking.</td>
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<tr>
<td>Combustible materials.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Control Measures</td>
</tr>
<tr>
<td>Gas Supply and Appliances</td>
</tr>
<tr>
<td>The gas supply and equipment are located in an area that is not accessible to guests staying at the hotel.</td>
</tr>
<tr>
<td>The gas boiler is located in the basement private accommodation and is checked and certified by a CORGI registered gas engineer every year.</td>
</tr>
<tr>
<td>The kitchen is locked at night to prevent access by guest</td>
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</tr>
<tr>
<td>Electricity Supply</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Electrical Equipment</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Smoking Policy.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Combustible Materials.</td>
</tr>
<tr>
<td>All means of escape are kept free from any combustible material and are checked each day as we walk around the premises.</td>
</tr>
<tr>
<td>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 places away from the building</td>
</tr>
</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Priority Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Alarm and Emergency Lighting require to be tested and maintain on an annual basis by a suitable qualified electrical engineer. <strong>Refer to Question 25 As per description page 3</strong></td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Add additional automatic detection to the bedroom and escape routes. Have sound levels of alarm tested to check if required levels are achieved. <strong>Refer to question 20/ 23 / 24. Also description on page 3. Also narrative page 13</strong></td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>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. <strong>Refer to question 5, also narrative means of escape page 13, and description means of escape page 3.</strong></td>
<td>A</td>
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<tr>
<td>4</td>
<td>Introduce a smoking policy to the premises. <strong>Refer to question 54,</strong></td>
<td>B</td>
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</table>
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
<table>
<thead>
<tr>
<th>Time</th>
<th>Brief Description</th>
<th>Incident / Theft / Accident</th>
<th>Inc. Form No</th>
<th>Police Called / Log No</th>
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Door Supervisors Signature ___________________________  Duty Managers Signature ___________________________
# Incident Report

**Form Number:**

<table>
<thead>
<tr>
<th>Venue Name</th>
<th>Date</th>
<th>Time</th>
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<table>
<thead>
<tr>
<th>Accident</th>
<th>Incident</th>
<th>Theft</th>
</tr>
</thead>
</table>

**Were the Police Called**

- [ ] Yes
- [x] No

**If Yes:**

- Officers Name: ____________________
- Collar Number: _______
- Log Number: _______

---

**Report**

If **Incident**: indicate nature of incident, number of people involved, any damage to premises and type of damage, police involvement if any, name and collar number of officer attending. Log number if available. Details of any drugs involved.

If **Accident**: indicate the nature of the accident, number of people involved, names and addresses of people involved, number of people injured, treatment received or ambulance called, names of staff / doornstaff attending.

If **Theft**: Indicate description of missing article, customer details and contact numbers, details of any detained person, were the Police called, attending officers name and collar number, log number and whether the article was recovered and any instructions given to the customer.

Please provide a full and detailed report below

---

Staff Signature: ____________________  Managers Signature: __________

---
## Refusals Register

Venue ______________________________

<table>
<thead>
<tr>
<th>Time and Date</th>
<th>Description of Individual</th>
<th>POA Produced</th>
<th>Comments</th>
<th>Staff Initials</th>
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**Duty Managers Signature** ________________________________
# Security Review Log

**Venue** ..............................................................................................................................................

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Members Present</th>
<th>Issues Discussed</th>
<th>Solutions Identified</th>
<th>Completed by / date</th>
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Door Supervisors Signature ________________________  Duty Managers Signature _____________________
## Security Review Record

<table>
<thead>
<tr>
<th>Venue: __________________________</th>
<th>Date: ____________</th>
<th>Time: ________</th>
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</thead>
<tbody>
<tr>
<td>Staff members present: ______________________________________________</td>
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</table>
| ______________________________________________ |}

### Record

Record summary of security review: Note any relevant incidents discussed, nature of incidents, people involved, damaged to premises and type of damage, details of any drugs involved, causes of incidents, steps undertaken (immediate and long term) to rectify problem or address causes of problem, repairs undertaken etc.

Managers Signature: .................................
Staff Training Record

Employees Name ______________________________   Position ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Received</th>
<th>Employee Signature</th>
<th>Managers Signature</th>
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Lancashire
Best Bar None 2007
Awards Evening
De-Vere Hotel,
Blackpool
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 year’s 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
Order of Events

• Welcome drink

• Introduction and Welcome by our host for the event
  – Phil Trow from Radio Lancashire

• Dinner

• Speeches by
  o David Herne / Lindsay Hoyle
  o Wendy Walker – Assistant Chief Constable,
    Lancashire Constabulary
  o Peter Holland – Lancashire Fire and Rescue
    Service

• Presentation of Awards
  o Certificates of Merit
  o Runner Up – Community Pubs
  o Runner Up – Bars / Pubs
  o Runner Up – Nightclubs
  o Winner – Community Pubs
  o Winner – Bars / Pubs
  o Winner – Nightclubs
  o Best in Lancashire – Community Pub
  o Best in Lancashire – Bars / Pubs
  o 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
The Lancashire Best Bar None Awards 2007

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
- Greyfriers, Preston
- Bar Censa, 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.
Public safety massage
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 polices 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