

SAFER BARS ACCREDITATION APPLICATION FORM

BARS & CLUBS



APPLICANT'S DETAILS

APPLICANT'S NAME	
LICENSED PREMISES NAME	
PREMISES ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS (Website Details)	

AREA MANAGER'S DETAILS

AREA MANAGER'S NAME	
AREA MANAGER'S ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS (Website Details)	

KEY

-  Criteria for all 3 categories: Pub, Bar & Nightclub
-  Bar & Nightclub Criteria ONLY

Submitted by

_____ (Name) _____ (Date)

Signature _____

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EVIDENCE MUST BE PROVIDED FOR ALL CRITERIA THAT IS CLAIMED TO BE FULFILLED AT THE AUDIT STAGE.

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SECTION 1: PREVENTION OF CRIME & DISORDER

1.1: SECURITY

1.1.1	Must hold regular security reviews via appointed security co-ordinator which are recorded	E
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Do you hold regular meetings to review security? **Yes** **No**
 If yes, evidence of how often, what format they take and by whom; where and how these reviews documented will need to be provided at the audit.

1.1.2	If door-staff are used by the premises they must be Security Industry Authority (SIA) licensed and their status checked and recorded	E*
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Do you ever employ door-staff? **Yes** **No**
 If yes, are they 'in-house' or 'contracted'? **In-house** **Contracted**
 Evidence is required whether they are in-house or contracted, to show **how** do you ensure your door-staff are licensed by the SIA and that they are 'in-date'? Where is this recorded?

1.1.3	Operates a Day-book regarding door-staff for the purpose of recording action following absence and injuries prior to and finishing duty	E*
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Do you maintain a daily register for door-staff working at your premise? **Yes** **No**
 If so then it will need to be available at the audit.

Do they 'sign in' individually, by a supervisor or by the management?

Does the register record whether SIA registration is examined? **Yes** **No**

Are copies of regular staff registration maintained in the office? **Yes** **No**

Is a note made of any injuries that have occurred before the start of duty? **Yes** **No**

Is a written risk assessment incorporated into this record to deal with staff (SIA) shortages for any absences? **Yes** **No**

1.1.4	Must have a written Accident and Incident Recording System	E
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Do you maintain an Accident Book? **Yes** **No**

Are any of the following incidents recorded by your staff? Please tick those applicable and indicate the location where the records are to be found i.e. ejected persons found in incident book

RECORD LOCATION

Accidents	{	
Lost Property	{	
Found Property	{	
Thefts	{	
Banned Persons	{	
Ejected Persons	{	
Other Incidents	{	
Injuries (non-accidental)	{	
Allegations against staff (including complaints)	{	

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Other – please specify

{

1.1.5	Door-staff wear High Visibility Clothing with SIA badges clearly displayed	D
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Do your door-staff wear high visibility clothing ? **Yes** **No**
 At the audit what arrangements have you for displaying SIA licences will be required.

1.1.6	Door-staff used via a contracted company; the company is part of the SIA approved contractor scheme	D
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Do you use a SIA approved contractor? **Yes** **No**
 If this is the case how you have checked this will need to be evidenced.

1.1.7	Has documented Lost and Found Property System	D
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Do you have a documented Lost and Found Property System? **Yes** **No**
 If you have stated that you have a documented lost and found property system, what type of records you keep and the procedures involved will be required at the audit.

1.1.8	Records details of persons ejected or barred from premises	D
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Do you have record details of persons ejected/barred? **Yes** **No**
 If you have stated that persons are banned or ejected from premises are recorded this will require evidence such as: what type of records you keep in relation to this including notes made of any risk assessment, Pubwatch interventions or Police involvement.

1.1.9	All staff easily identified through uniforms or badges	D
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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? Please tick those that are applicable:

- Name Badge {
- Uniform {
- Photo ID {
- Other {
- (please specify) {
- None {

1.1.10	Operates and documents an adequate CCTV system	D
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Do you operate a CCTV System? **Yes** **No**
 At the audit the assessors will expect to be able to view your CCTV system in full operation and in line with the conditions of your licence, including registration certificates etc. where necessary. Be prepared to produce a copy of CCTV if requested at time of audit.

1.1.11	Has written Search Policy which is actively operated	D
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Do you have a written Search Policy? **Yes** **No**

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A copy of the policy and which staff members are trained in the implementation will be expected at the audit if one is stated.

1.1.12	Full minutes of security briefings and records of follow-up action	D
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Are minutes taken at your security briefing meetings? **Yes** **No**

The assessors will be looking for evidence of the meetings and what as a result of these briefings what systems are in place to ensure problems are addressed and resolved?

1.1.13	Mapping systems to identify hot-spots and preventative action	D
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At the audit assessors will require evidence of the measures you employ in order to determine crime hot spots.

1.1.14	Banning Individuals	B
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Do you have a clear policy on banning individuals from the premise? **Yes** **No**

Evidence will need to show how do you store and manage shared personal data on your premises.

1.1.15	Door-staff are linked by common radio link to other premises	D
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Are your door-staff linked by a common radio system? **Yes** **No**

If yes then are they owned or leased? **Owned** **Leased**

Evidence will be required to show how is the common radio system maintained by the premises and who has overall responsibility for the radio.

1.1.16	Premises, staff and customers protected by telephone linked alarm system	B
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Have you got a telephone linked alarm system installed in your premises? **Yes** **No**

1.2: DRINKS / DRUNKENNESS

1.2.1	In the absence of the Designated Premises Supervisor (DPS) suitable arrangements must be in place regarding the authority to sell alcohol	E
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In the absence of the DPS the arrangements that are made to ensure alcohol is served under the authority of a personal licence holder are required to be evidenced. Details of any additional licence holders working on the premises may also be required.

1.2.2	Has clear and effective policies to prevent and deal with drunkenness	E
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Do you have a clear and effective policy to prevent and deal with drunkenness? **Yes** **No**

How is this policy communicated to your staff? Copies of any written policies and evidence of any relevant training will be expected by the assessors.

1.2.3	Follows documented code of practice in respect of any drink promotions	D
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Do you follow the industry code of practice in respect of sensible drinking and promotions? **Yes** **No**

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If not then do you operate your own policy? **Yes** **No**

Evidence of how you 'risk-assess' any drink promotions held on your premises will be required.

1.2.4	Provides documented staff training regarding drunkenness	E
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Your staff training package with regard to drunkenness will be examined by assessors.

1.2.5	Makes Tap Water freely available	E
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Is it your policy to make tap water freely available? **Yes** **No**

If your policy is to make tap water freely available then evidence of how you make your customers aware of this will need to be evidenced.

1.2.6	Has a clear written duty of care policy regarding persons suffering adversely from drink or drugs	D
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The measures taken to ensure your premises has a clear *duty of care* regarding persons suffering from adversely from drink or drugs will need to be evidenced at the audit.

1.2.7	Has a policy to discourage drink-driving	B
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On a day-to-day basis, what do you do to actively discourage customers not to drink and drive?

1.2.8	Sets written examinations with regard to drunkenness and provides documented ongoing staff training	B
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Do you provide ongoing staff training in relation to drunkenness? **Yes** **No**
Following induction training (if applicable) how you provide, record and deliver ongoing training with regard to alcohol abuse/misuse will be examined.

1.2.9	Clear notices showing units of alcohol in respect of drinks available, particularly in relation to cocktails	B
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Do you provide information regarding alcohol units in any advertising regarding drink promotions to your customers. E.g. on your price lists and posters etc. **Yes** **No**

If yes the measures taken will need to be demonstrated at the audit.

1.2.10	Records details of refusals to sell to drunks	D
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Do you record refusal of sales due to drunkenness **Yes** **No**

If yes, how this recorded will be expected to be provided as evidence.

1.2.11	Bar-staff undertake recognised bar server training	B
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Explanation of what type of training – whether accredited, recognised or otherwise approved by a responsible body – is delivered to your bar staff will need to be evidenced. How often training takes place, who provides the training and where the records are kept will need to be included.

1.3: DISORDER

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1.3.1 Must have a clear written strategy to deal with disorder E

Do you have a clear written strategy to deal with disorder? **Yes No**

The measures you have in place to prevent or keep incidents to a minimum will need to be provided at the audit.

1.3.2 Provides documented staff training in relation to preventing and dealing with disorder and conflict management D

Do you provide staff training on how to deal with disorder? **Yes No**

Your staff training package with regard to disorder/conflict management will be examined by the assessors at the audit.

1.3.3 Has clear written policy in relation to the recording and disposal of weapons D

Do you have a written policy in relation to weapons? **Yes No**

The procedures that are in place to ensure that any found items, which may be classed as 'weapons', are disposed of safely will need to be provided at the audit including staff training on implementation.

1.3.4 Has a policy in place for dealing with the preservation of a serious crime scene or outbreak of disorder until arrival of the police B

Do you have a clear policy in relation to crime scene preservation? **Yes No**

Assessors will be looking for a clear policy showing what procedures are in place to ensure that any serious crime scene is preserved until police arrive which includes staff training and awareness.

1.3.5 Provides suitable wind-down period, with appropriate refreshments available, soft music and safe waiting area for transport B

Do you have a dispersal policy that includes a wind-down period at the end of the evening serving suitable beverages and providing a safe area while customers wait for transport to take them home? **Yes No**

Evidence will be required at the audit.

1.4: CAPACITY

1.4.1 Must manage Capacity effectively E

What is your estimated or actual capacity? []

Evidence of how do you manage that capacity will need to be demonstrated.

1.4.2 Uses 'Comfort Factor' to manage Capacity D

Any additional information you have regarding how you use the 'Comfort Factor' to manage your capacity can be provided at the audit.

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1.4.3	Has documented policy with regards to capacity and overcrowding and enforces this	B
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Do you have a clear policy in relation to capacity/overcrowding? **Yes** **No**

Evidence of how you monitor and react to any particular area of your premises which may become overcrowded is expected.

1.4.4	Has documented Queue Management Policy	B
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Do you have a clear policy in relation to queue management? **Yes** **No**

An explanation of your venue's policy regarding queue management and ensuring that customers are informed of estimated queuing times and conditions of entry requirements will be required at the audit.

1.5: DRUGS

1.5.1	Has ZERO tolerance policy towards drugs	E
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Do you have a have a zero tolerance policy to illegal drugs? **Yes** **No**

Copies of policies that are in place to prevent the use or supply of illegal drugs in your premises will be required at the audit.

1.5.2	Follows a fully documented code of practice in relation to the safer use of drugs (Harm Minimisation – Safer Clubbing Guide)	D
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Do you have a code of practice in regard to the safer use of drugs? **Yes** **No**

Where illegal drugs are being used, the steps that you take to minimise harm will need to be evidenced.

1.5.3	Has a clear policy in respect of the disposal of drugs and paraphernalia	E
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Do you have procedures in place to ensure that any substances found which are believed to be illegal, are disposed of safely? **Yes** **No**

Copy of the policy will be required at the audit.

1.5.4	Provides documented staff training in respect of drug awareness	D
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Do you provide staff training for drug awareness? **Yes** **No**

The staff-training package with regard to drugs will be examined.

1.5.5	Has a clear audit trail in relation to drugs bought into or found on the premises	D
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Do you have a clear audit trail in relation to drugs brought into or found on the premises? **Yes** **No**

If yes, evidence will be needed at the audit to how this is used.

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1.5.6	Fully adopts 'Anti Spike Drinks Campaign'	B
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Do you fully adopt the Anti Spike Drinks Campaign to raise awareness and minimise drug spiking in the venue? **Yes No**

Evidence of usage at the venue will be required at the audit.

1.5.7	Has a clear written policy in relation to drugs found on persons in quantities suitable for supplying	B
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Do you have a clear policy in relation to drugs found on persons suitable for supplying? **Yes No**

Copy of the policy will be required at the audit.

1.5.8	Documents the fact that regular searches of premises are conducted in respect of drug misuse and details any action taken	B
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You will need to produce a search policy that states the frequency of searches in line with the type of business you operate.

1.5.9	Has a written health and safety policy in respect of disposal of needles providing sharps bins as appropriate	B
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This also links in with criteria **1.5.3**. Do you have a written policy in respect of the specific protection of the health and safety of your staff regarding the disposal of needles and the provision of 'sharps' bins? **Yes No**

1.5.10	Makes proactive use of drug sniffer dogs	B
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Do you privately hire drug dogs to proactively prevent and detect drug misuse on your premises? **Yes No**

Are you signed up via pub watch to drug dogs initiative operation supervised by Thames Valley Police prevent and detect drug misuse on your premises? **Yes No**

1.6: THEFTS / BURGLARIES

1.6.1	Must have a clear anti-theft strategy in place	E
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Are any of the following incidents recorded by your staff? If yes, please tick where applicable **AND** indicate the location where the records are stored.

- | | | |
|--|---|-------|
| Mirrors | { | <hr/> |
| CCTV | { | <hr/> |
| Sufficient lighting in all areas | { | <hr/> |
| Audible alarm | { | <hr/> |
| Window locks | { | <hr/> |
| Bag hooks under tables | { | <hr/> |
| Crime Prevention Survey | { | <hr/> |
| Advice notices for customers in relation to thefts | { | <hr/> |
| Regular documented toilet checks | { | <hr/> |
| Layout designed to ensure effective observations can be carried out by | { | <hr/> |

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staff at all times { _____
Other (please specify) { _____

1.6.2	Must provide documented staff training with regards to crime prevention	E
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An examination of your staff training package with regard to crime prevention will be made by the assessors. This could form part of induction training.

1.6.3	Has alarm or alternative security measures in place to protect premises when empty	E
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Do you have an alarm or alternative security measures in place to protect your premises when empty **Yes No**

Evidence of the security measures you have in place will be looked at by assessors.

1.6.4	Provides toilet attendant to discourage crime and drug misuse	D
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Do you provide a toilet attendant to discourage crime and disorder and drug misuse? **Yes No**

1.6.5	Sets written exam regarding crime prevention or has ongoing documented staff training	B
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Do you provide a written exam regarding crime prevention? **Yes No**

Do you provide ongoing documented staff training? **Yes No**

Evidence of training will be required at the audit.

1.6.6	Provides ticketed cloakroom facility	B
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Do you provide a ticketed cloakroom facility **Yes No**

Assessors will need to look at the facilities you have in place during the audit.

1.6.7	Conducts 'Property Patrols'	B
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Do you ensure that your staff conducts a 'Property Patrol' of your premises? **Yes No**

If yes, evidence of how this is monitored will be required at the audit.

SECTION 2: PUBLIC SAFETY

2.1: FIRST AID

2.1.1	Must have adequate First Aid facilities available	E
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The first aid facilities at the venue will be examined by assessors during the audit.

2.1.2	Must have qualified First Aid Person on duty at all times	E
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Do you ensure that at least one person present during operating hours is trained in basic First Aid? **Yes No**

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At the audit evidence of first aid qualifications maybe required and their position in the organisation and suitability.

2.1.3	Door-staff are trained in first aid	B
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Are your door staff first aid trained in recognised qualification? **Yes** **No**
If so please state which course.

How many door staff are first aid trained?

Is door staff first aid training up to date? **Yes** **No**

Evidence will be required by assessors.

2.1.4	Has clear written policy and staff training for summoning ambulance and informing next of kin / friends	D
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Do you have a First Aid or a Quiet Room available on the premises and a clear policy regarding summoning ambulances and informing next of kin / friends? **Yes** **No**

Assessors will require access to the area if one is used during the audit.

2.1.5	Provides staff awareness training in relation to drink spiking and alcohol poisoning	B
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Do you provide staff awareness training in relation to drink spiking and alcohol poisoning? **Yes** **No**

Does this include a policy for the preservation of evidence? **Yes** **No**

Evidence of training will be required at the audit.

2.2: EVENT CONTROL

2.2.1	Notifies Police of any 'special' events and consults with local businesses and neighbours prior to any 'special' event taking place	D
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If you have any 'special' events which may be different from your 'normal' daily activity (i.e live music event, St Patrick's and St George's Day celebrations or televised live football), likely to attract large crowds, do you give prior notice to the Police, other agencies or neighbours? **Yes** **No**

If yes, details of how information is passed, timescales of notice given and to whom will be required by assessors. Do you have a policy in relation to these events or is this a matter subject of a condition of your licence?

Do you actively consult with the community and seek their approval regarding any 'special events' and discussing with them any alternative arrangements necessary in order to reduce complaints and public nuisance. Can you claim to engage with the community in this manner? **Yes** **No**

If yes, examples maybe asked for to evidence this section of the criteria.

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2.2.2	Undertakes a formal risk assessment prior to 'special' events taking place and undertaking any control measures that are identified	B
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Do you carry out a formal risk assessment in relation to special events? **Yes** **No**
If yes, examples will be expected to be produced at the audit.

2.3: GLASS

2.3.1	Must have a <u>written</u> and <u>effective</u> glass collection policy	E
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Do you have a written glass collection policy for inside your premise and any outside drinking areas surrounding your premise? **Yes** **No**

Copy of the policy must be available at the audit.

2.3.2	Must not have open bottle skips or bins in publicly accessible areas and waste glass is stored in a secure area	E
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Are skips and bins in public areas maintained securely? **Yes** **No**

During the audit, assessors will view the storage area.

Measure to demonstrate how you ensure the safe disposal of glass is maintained at all times will be required. Details of procedures you have in place regarding any glass which may leave your venue at closing time will also be required.

2.3.3	Does not allow glassware to leave the premises	E
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Apart from 'off-sales', venues will need to show how do they prevent bottles and glasses from leaving the premises.

2.3.4	Regular perimeter checks are made outside the premises for glassware	D
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Do you ensure that regular perimeter checks (including efficient glass collection) are made outside the premises? **Yes** **No**

How you record and ensure this will need to be evidenced.

2.3.5	Has risk assessment for the use of glass/polycarbonate in the premise	B
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Do you have a risk assessment and control measures for the use of glass and polycarbonates? Are polycarbonates used for special events? **Yes** **No**

Do you have a specific risk assessment for the use of glass bottles? **Yes** **No**

Copies of the risk assessments will be required at the audit.

2.4: FIRE SAFETY

2.4.1	Must have a fire detection / warning system in place	E
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Assessors will examine your fire detection /warning system and view any safety certificates.

2.4.2	Fire exits must be free from obstruction and well-lit at all times	E
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Measures to show how you ensure fire doors and emergency exits are kept free from obstruction will be needed at the audit.

2.4.3	Premises must have completed a formal fire safety risk assessment and ensured that control measures are in place	E
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Who is responsible for carrying out any fire safety risk assessments?

Copies of how this documented updated or reviewed will be needed at the audit.

2.4.4	Must have documented staff training with regard to fire safety procedures	E
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Do you have staff training for fire safety procedures? **Yes** **No**

Your staff training package with regard to fire safety training will be examined at the audit.

2.4.5	Any equipment must be serviced and maintained as recommended or required by other legislation (emergency lights, fire alarms, fire extinguishers, PACT testing etc)	D
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Details of maintenance schedules and contracts in relation to any fire /safety equipment on your premises and certificates will need to be produced as evidence.

2.4.6	Weekly fire safety checks are carried out and documented	D
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Documentation of how and where the weekly fire checks are recorded is required at the audit. Who is responsible for ensuring they are completed?

2.4.7	Has written venue opening procedure and records daily completion	D
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Do you have a venue opening procedure? **Yes** **No**

A copy of the policy will be required by assessors. How and where are the daily opening procedure recorded? Who is responsible for ensuring they are completed?

2.4.8	Has written policy on checks during opening hours to the public and records completion	B
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Do you complete venue checks during trading hours? **Yes** **No**

A copy of the policy will be required by assessors. What checks are done and how often? How and where are checks carried out during opening hours? Who is responsible for ensuring they are completed?

2.4.9	Has written venue closing procedure and records completion	B
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Do you have a written venue closing procedure? **Yes** **No**

What does the policy cover? How and where are the daily closing procedures recorded? Who is responsible for ensuring they are completed?

2.4.10	Premises organises and conducts mock evacuation exercises	B
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Have you ever held mock fire evacuation exercises? **Yes** **No**

If yes, supporting evidence will be required at the audit.

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2.4.11	Premises sets a written exam or ongoing documented training in respect of fire safety	B
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Do you provide ongoing staff training for fire safety? **Yes** **No**

How and who provides ongoing training in respect of fire safety will need to be demonstrated at the audit as well as how the quality of this training monitored/measured.

2.5: BUILDING

2.5.1	Must ensure that the building and its contents are in good order at all times	E
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Do you ensure your building is, at all times, in good order to prevent injury to customers or staff? **Yes** **No**

Evidence of how this is achieved and recorded will be required.

2.5.2	Premises must have an effective 'spillage' policy	D
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Do you have a 'spillage policy'? **Yes** **No**

Measures to show how hazardous spillages are identified and managed to prevent injury to customers and staff will need to be demonstrated.

2.5.3	Premises must have an effective chemical handling policy	D
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Do you have a chemical handling policy? **Yes** **No**

How do you ensure substances harmful to health, for example strong cleaning agents, carbon dioxide cylinders etc... are properly secured to protect customers and staff?

2.6: TRANSPORT

2.6.1	Provides and/or displays information regarding access to public transport	E
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With regard to late night transport, do you make any of the following available to your customers? Please tick all that apply.

Public Transport Timetables / Routes { }

Information regarding reputable taxi services { }

Booking service for taxis { }

Other (please specify) { }

2.6.2	Actively provides assistance to customers by providing a free taxi phone service or staff call for a taxi on the customer's behalf	B
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Do you actively provide assistance to customers by providing a free taxi phone service or staff call for a taxi on the customers behalf? **Yes** **No**

Evidence of what assistance you provide and how customers are made aware of the service will need to be demonstrated.

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2.6.3	Provides a 'safe journey home' service where appropriate for staff	B
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How do you ensure your staff get home safe at the end of their shift?
 Do you provide a free taxi arrangement where appropriate or is a contribution made in any cover charge for staff? Please tick if applicable

Free	[]	Contribution	[]
Do you subsidise car park fees?	Yes	[]	No
Do you encourage travel 'buddies'?	Yes	[]	No
		[]	[]

If applicable, details will be required at the audit.

2.7: FOOD SAFETY

2.7.1	Operates 'Safer Food Better Business' or HASPA manual	E
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Do you operate 'Safer Food Better Business' or equivalent policy? **Yes** **No**
 Evidence of the manual will be required at the audit.

2.7.2	Auditable process for temperature control recording	D
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Is there an auditable process in place for temperature recording? **Yes** **No**
 How and where do you record food temperatures? Stored food in fridge/freezers, deliveries holding temperatures and cooked food.
 Who is responsible for ensuring they are completed?
 How often are the temperature probes/thermometers recalibrated?

2.7.3	Has adequate number of food handlers trained in Basic Food Hygiene Certificate or equivalent national recognised qualification	B
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How many members of staff are trained in Basic Food Hygiene? Is the training up to date?
 How often is refresher training completed?
 Evidence of qualifications must be available at the audit.

2.8: TERRORISM

2.8.1	Operates a 'Bomb Threat' checklist and relevant staff are trained in the procedure	B
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Have you downloaded a Bomb Threat checklist from CPNI (Centre for the Protection of National Infrastructure)? www.cpni.gov.uk **Yes** **No**
 If no, do you have your own version? **Yes** **No**
 Who is trained in the procedure will need to be evidenced.

2.8.2	Has clear written security plan covering how to respond to a threat, response to suspicious items, venue searching, evacuation, business continuity plan and communication/media strategy	D
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Do you have a written security plan? **Yes** **No**
 Do you have an appointed Security Coordinator? **Yes** **No**
 If yes, who are they?

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Does the security plan cover:

- How to respond to threat? { }
- Procedure for handling suspicious items { }
- Venue searching and evacuation { }
- Business Continuity Plan { }
- Communication and Media strategy { }

SECTION 3: PREVENTION OF PUBLIC NUISANCE

3.1: NOISE

3.1.1	Must have a noise policy during operating hours	E
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Please tick the relevant box describing the area surrounding your premises

- Residential { }
- Rural { }
- Industrial { }
- Leisure { }
- Other (please specify) { }

Do you do any of the following to ensure noise from your premises is kept to a minimum?

- Soundproofing { }
- 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 { }
- Music policy adjusted to play 'chilled' music at the end of the evening to affect mood of customers { }
- Use of external lighting { }
- Other (please specify) { }

If you have a written policy, this will need to be produced as evidence.

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3.1.2	Deliveries, servicing and other activities concerned with the day-to-day operation of the premises must be done with consideration to the premises' neighbours	D
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The measures you take to ensure that deliveries, servicing and other activities concerned with the day-to-day operation of your premises are done with the maximum amount of consideration towards neighbours living and working in the vicinity of your premises will need to be evidenced.

3.1.3	Premises must have a clear written dispersal policy in relation to customers leaving the venue, with regard to noise prevention	D
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Do you have a specific 'dispersal' policy in regard to customers leaving your premises at the same time? **Yes No**

If yes, details will need to be produced for assessors at the audit.

3.1.4	Premises to use DJ's to promote dispersal message/policy	B
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Do you use DJ's to promote a dispersal message or policy? **Yes No**

If not, credit might still be given by providing a copy of the message that you do use by being able to demonstrate either a script or other form of supporting evidence.

3.1.5	Written policy for any complaints made regarding noise or nuisance and remedial action taken	B
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Do you record any noise complaints? **Yes No**

If yes, details of how these are recorded and the processes put in place to rectify any complaints will need to be available at the audit. If you have a policy, this will also need to be produced as evidence.

3.2: LITTER / WASTE

3.2.1	Premises ensures that the surrounding area is cleared of any litter likely to be associated with the venue e.g. flyers, plastics etc.	D
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Do you do any of the following to prevent or discourage customers from polluting the environment with waste/litter which may originate from your venue?

Provide Litter bins at exits / outside { }

Advice notices to customers { }

Report offences to appropriate authorities { }

Clear surrounding area of litter / flyers { }

Other (please specify) { }

3.2.2	Flyer Protocol adopted and actively followed	B
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Do you adopt a flyer protocol? **Yes No**

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The measures you take to ensure that this protocol is actively followed will need to be available to assessors.

3.3: SMOKING BAN

3.3.1	Has clear written policy for the smoking ban and an identifiable area for customers to smoke in	E
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Do you have a written policy in relation to the smoking ban? **Yes No**

If yes, assessors will need to see a copy of the policy at the audit.

Do you have a clear identifiable area for smoking customers? **Yes No**

Assessors will need to view the area during the audit.

3.3.2	Written risk assessments for customers re-admittance and managing capacity levels specifically for smoking customers	B
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Do you have a written policy in relation to re-admittance of customers for the smoking ban? **Yes No**

Does the policy cover searching customers on re-entry if appropriate? **Yes No**

If yes, details will need to be supplied (this maybe contained in your searching policy).

How the policy affects management of capacity if appropriate will need to be evidenced.

3.3.3	Must have documented staff training with regard to smoking ban procedures	B
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Have you trained staff in relation to the smoking ban? **Yes No**

Does this include door-staff (if used)? **Yes No**

If yes, details of the training and how it is recorded will need to be evidenced.

SECTION 4: PROTECTION OF CHILDREN

4.1: CHILDREN

4.1.1	Must have strict control measures/policy for under-18s buying and consuming alcohol	E
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How you identify under-18s will need to be demonstrated.

What is your venue policy in relation to underage sales and consumption? Copies of the policy will be expected at the audit.

4.1.2	Staff must have documented training in relation to alcohol /age offences	E
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Assessors will examine the staff training package with regard to age / alcohol related offences.

4.1.3	Premises must only accept passports, photo ID driving licence or 'Pass' accredited card as proof of customer's age	E
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What forms of ID are the only accepted documentation as proof of age at your venue?

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Passport	{ }
Driving Licence	{ }
PASS Accredited i.e. BITE, Portman, Citizen, Connexions etc...	{ }
Other (please specify)	{ }

4.1.4	Premises adopts a 'Challenge 25' Policy	E
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Do you operate a 'Challenge 25' Policy **Yes No**
 If yes, details of how you operate the policy and train staff will need to be shown.

4.1.5	Premises displays appropriate posters/signage warning	E
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Do you provide 'Challenge 25' Policy posters and/or other appropriate signage **Yes No**
 Assessors will be looking for evidence during the audit.

4.1.6	Premises set a written examination or documented refresher training course regarding issues concerned with alcohol and underage drinking	B
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Do you provide ongoing staff training for underage issues? **Yes No**

The ongoing training you provide for your staff with regard to age/alcohol related offences after their induction training package has been completed will be examined by assessors.

4.1.7	Premises keep documented records or refusals to sell to under-18s	B
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Do you document refusal to sell to U18's after entry? **Yes No**

Assessors will be looking for evidence of refusals being recorded and any relevant action taken.

This section is for you to add any further information you feel would support your application. Therefore points may be awarded from the information supplied here to any of the four sections. This information may also be used as part of the judging process. Anything written here will need to be expanded upon at the audit.

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Rules and Understanding of the Scheme

1. The Safer Bars Accreditation scheme is run by Safer Reading Campaign in partnership with the relevant authorities, Thames Valley Police and the Licensing Authority and supported by Reading Town Centre Pubwatch.
2. Any business holding a Premises Licence for the sale of alcohol - other than those premises involved in sales for consumption off the premises - and involved in the provision of entertainment within the night time economy may apply to have their business assessed and accredited in accordance with the process that has been described. Where an individual or company owns more than one business, accreditation must be sought separately.
3. Accreditation will only be considered for assessment where the initial application indicates that the minimum essential criteria might have been met.
4. The entry fee is not refundable under any circumstances.
5. Local enforcing agencies and those who have been trained and certified as qualified assessors will generally carry out the assessment. This will involve a visit to the applicant premises..
6. The applicant must make their premises available at any reasonable time as agreed between the applicant and the assessor/s, which will generally be at a time affording access by the assessors to customers and staff.
7. Accreditation awarded in the categories 'Accredited', '1 Star', '2 Stars', '3 Stars', '4 Stars' and '5 Stars' and will only be made to those applicants meeting the standards as laid out in the Applicant's Guide. The criteria and requirements are subject to change but not during the yearly application process. No award will be made where contraventions of licensing law or other legislation is revealed. Where minor contraventions are found applicant's will be given every opportunity to remedy in order to qualify for an award.
8. Where a hearing for a review is called during the application process the accreditation will be suspended pending the outcome of the review. Where the review indicates a conflict between the scheme the application will be withdrawn for that accreditation year without refund of the fee. An assessment will not invoke a review unless considered in the wider public interest to do so, which will usually involve a serious threat to public safety.
9. The award will be subject of annual accreditation and may be withdrawn if standards fail to be maintained. Awards will remain the property of Thames Valley Police and must be surrendered if requested.
10. Any knowledge gained by the enforcing agencies or any other relevant party involved during the assessment process will remain confidential and adverse reports will not be divulged or used in any review or legal process unless it is in the wider public interest to do so. Feedback will therefore only be provided to the applicant.

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11. Safer Reading Campaign reserve the right to amend the scheme after due consultation (other than minor amendments) or cancel the scheme with not less than three months notice.

12. Applicants are generally bound by the decision of the assessors and/or the relevant judging panel. Any complaint may be informally resolved between the applicant and the authority subject of the complaint or at an informal hearing between parties as agreed with the complainant, which will involve a representative from the police and the licensing authority as a minimum. The decision of the person (other than the complainant) nominated as chairperson will be final.

13. Applicants must agree to these rules and arrangements.

I submit this application for accreditation and agree to be bound by the rules and arrangements as above. I understand that this information will remain confidential between the relevant authorities and myself (the applicant) except where it is in the wider public interest to breach that confidentiality.

Signed.....

(Print)

Date.....

**Thank you for taking the time to complete this form
and good luck!**