

Safer Socialising Partnership - Individual Premises Award Standard

Must Should Could Requirements

	Evidence Required (example)	Late Night Refreshment (Take Away)	Off Sales premises	Restaurant, Hotel and/or Public House	Theme or Super Pub (high density &/or late night)	Dance Venue (aka night club) High density &/or late night	Assessor comments
SSP							
Fully engaged Membership of Safer Socialising Partnership.	Provide proof of membership	✓	✓	✓	✓	✓	
Initiative systems in place to facilitate Partnership protocols		✓	✓	✓	✓	✓	
Fully engaged member of trade organisation	Provide proof of membership	✓	✓	✓	✓	✓	
Provide premises capacity		N/A	✓	✓	✓	✓	
Staff Positions							
Total number of staff employed by the business and the positions held by them	Clearly identifiable staff (including outside agencies) responsible for:- Door, large Groups (e.g. birthday parties, stag or hen nights), Roaming Security, First Aid Evacuations, Toilet checks Glass collectors, sales staff.	✓	✓	✓	✓	✓	
All staff trained to approved standards appropriate to their role	Training manual, protocol, programme. Examples of qualifications available to staff	✓	✓	✓	✓	✓	

List qualifications held by staff e.g. licencees, supervisors, first aid holders and door staff (SIA)	make available copies of qualifications held	✓	✓	✓	✓	✓	
Include times when personal licence holder is on site		✓	✓	✓	✓ on site after 7pm	✓ on site after 7pm	
Staff need to be easily and clearly recognisable on CCTV and to customers	Appropriate dress codes in place	✓	✓	✓	✓	✓	
Product Control							
Fully accepted proof of age scheme in place with proactive stance taken by management and staff	Posters, info for customers. Accept PASS logo id cards, photo d/1 and passport only Challenge 21 posters	✓	✓	✓	✓	✓	
Adherence to Codes of practice on irresponsible drink promotions	Copy of codes supplied. Give details of in house pricing and promotions policy	N/A	✓	✓	✓	✓	
A sensible drinking policy on Binge Drinking. Control policy regarding drunkenness and sales to drunks	Give details of policies. Alcohol purchased from external sources not allowed on premises. Staff awareness on how to assess signs and symptoms of drunkenness	N/A	✓	✓	✓	✓	
Availability and promotion of non alcoholic drinks	Promote designated driver scheme (I'll be DES) where customers designate a driver for the night who will not drink	✓	✓	✓	✓	✓	
Free and prominent availability of drinking water		✓	✓	✓	✓	✓	
Food availability	Reasonably priced food such as 'in house' catering or hot food machines on premises	✓	✓	✓	✓	✓	

	Range of clearly priced snacks (crisps, nuts)						
Health & Safety							
Excellent and in depth risk assessments available for all aspects of business	Be able to provide copy of COSHH docs if requested and complete HSE health and safety policy statement (provided)	✓	✓	✓	✓	✓	
Toughened or plastic glasses and bottles provided throughout		✓	✓	✓	✓	✓	
A 'No Smoking' area of such a size and design that it genuinely provides a suitable, comfortable area for customers wishing to be separated from smoking areas available.	Appropriate area compared to size of premises that is clearly advertised as a non-smoking areas to customers and policed. Ideally needs to be situated away from or with a physical barrier (wall) from the smoking areas.	N/A	N/A	✓	✓	✓	
A chill out area to the satisfaction of the Police and Local Authority provided.	Away from main dance areas, should be reflected in volume and type of music played and in its layout / furnishing Seating area VIP area	N/A	N/A	N/A	✓	✓	
A 'No Smoking at the Bar' policy.	Signs in place advertising this and actively promoted / policed by bar staff	N/A	✓	✓	✓	✓	
Policy in force for ensuring that all bottles, glasses and spillages are removed from public areas as soon they are finished with, are empty or found.		✓	✓	✓	✓	✓	
Written policy for preventing overcrowding or exceeding capacity within	Counter system. Use of CCTV and roving patrols (nomination of responsible	✓	✓	✓	✓	✓	

the building	person) to prevent build up – include within description						
Policy for dealing with large groups (i.e. birthday, hen or stag parties)	Contact person in the group upon entry into the premises. Regular observation from nominated staff member and CCTV where applicable	N/A	✓	✓	✓	✓	
An easily identifiable First Aider, with kit available, also trained to deal with drug and alcohol related problems on the premises at all times	Ensure a designated treatment room and kit is available for first aid facilities with a designated person to ensure upkeep. Provide enough trained staff to cover all opening times and if necessary indicate 'oncall' first aider on any rota systems produced. Written procedure in place for dealing with someone suffering the effects of drink and or drugs	✓	✓	✓	✓	✓	
A hotline to taxi firm available	Suggested policy in place and signed	✓	✓	✓	✓	✓	
Lighting on the entrance and immediate exterior of the premises	Evident through fixed building lamps or street lighting, Any defects in street lamps to be reported to responsible authority, date and time of report recorded.	✓	✓	✓	✓	✓	
Policy in place to ensure patrons leave premises quietly and safely	SIA door staff trained to ensure	✓	✓	✓	✓	✓	
Policy in place that provides for escorting all patrons from the premises to a licensed taxi or private hire vehicle	Suggested system for escorting and waiting area for those who have ordered taxis – with liaison from taxi firm for this procedure	✓	✓	✓	✓	✓	

Liaison with and/ or contributing to transportation provision considered and suitable solutions provided appropriate to type of business	Liaison with local taxis firms to balance supply and demand of transport at key times during the opening of the business (i.e. at close)	✓	✓	✓	✓	✓	
Promotion of health & risk awareness or personal safety messages.	Displayed in prominent areas (i.e. toilets) or obtain from... Displayed i.e. Spike, Don't do drunk and DJ announcements	✓	✓	✓	✓	✓	
Promotion of anti drink-drive campaigns, DES campaign messages displayed	Displayed or obtain from Portman Group on-line catalogue DJ announcements	✓	✓	✓	✓	✓	
Promotion of anti drug messages	Displayed or obtain from Portman Group on-line catalogue DJ announcements	✓	✓	✓	✓	✓	
Fire safety							
A fire risk assessment needs to be carried out. An evacuation policy in place that is to the satisfaction of the Fire Authority and a full fire drill carried out at least every 6 months and recorded	Detection system details – for example is it automatic and connected to a central monitoring station? Detail procedure including responsible people, escape routes and assembly points and training given to staff. Checking / maintenance of fire protection equipment is to be recorded in a log book	✓	✓	✓	✓	✓	
The means of escape checked regularly and, if necessary, remedial action taken to ensure there is a clear unobstructed means of escape. Duty manager to be	Assign a designated person (include on job title list) and possibly a check list	✓	✓	✓	✓	✓	

informed once obstruction is cleared.							
Crime Reduction							
Membership of radio/text pager schemes where such schemes exist	Active member of Partnership radio scheme operating and utilised with third party agents signed up to data integrity Signs on entrance – 'the eye' and photo taking including compliance to phone camera protocols	✓	✓	✓	✓	✓	
CCTV installed internally and working to the satisfaction of the Police and local Authority.		✓	✓	✓	✓	✓	
Alarm System	Does premises have an operating alarm system - specify Is there a visible acknowledgement of this as a criminal deterrent, i.e. external alarm box or signs.	✓	✓	✓	✓	✓	
Crime Reduction Policies							
Design and Layout of premises to reduce potential for crime, disorder and nuisance	All areas visible and covered by appropriate levels of staff No secluded / dark corners including seating areas Adequate lighting of entire premises	✓	✓	✓	✓	✓	
Crime Prevention Policy	Policy in place to deal with and record incidents including Partnership incident reports.	✓	✓	✓	✓	✓	

	Intelligence sharing and awareness through Partnership of potential offenders and under age drinkers - dealt with accordingly and informing CCTV and other Partnership members of their presence.	✓	✓	✓	✓	✓	
	Policy for dealing with criminal incidents – informing police.	✓	✓	✓	✓	✓	
	Adequate staff levels, roving patrols, toilet attendants and or regular toilet checks.	✓	✓	✓	✓	✓	
	Constant review of cash handling and transit around premises and frequent removal of cash from public areas (i.e. bar and fruit machine).	✓	✓	✓	✓	✓	
	Regular property patrols (combine with glass collectors in job title)	✓	✓	✓	✓	✓	
	Active use of security systems	✓	✓	✓	✓	✓	
Noise from the premises not audible at the facade of any noise sensitive premises	Shutting of windows and doors towards the end of the night and regular external patrols	✓	✓	✓	✓	✓	
	Regular meetings with local residents to ensure excess noise and litter is monitored	✓	✓	✓	✓	✓	
Provision of Litter bins outside premises	May be permanently sited or mobile. Regular emptying and litter clear ups after closing. Correct waste disposal procedure adopted (put out on day of collection).	✓	✓	✓	✓	✓	

Policy preventing persons leaving with bottles/glasses.	Notices informing customers not to take bottles or glasses with them when leaving. Door staff (where applicable) to enforce.	✓	N/A	✓	✓	✓	
Drugs Policy							
Written Anti drugs policy agreed by the Police and Local Authority		✓	✓	✓	✓	✓	
Drugs Protocol with proactive stance taken by management and staff, clear search procedures, seizure policy and a secure facility to store controlled drugs in place		✓	✓	✓	✓	✓	
Evidenced by incident reports to Partnership		✓	✓	✓	✓	✓	

ASSESSOR'S REPORT

Date of assessment _____

Name of assessor _____

Name of partnership _____

Names of persons present

Position

1)

2)

3)

4)

5)

Result of assessment:-
Delete as appropriate

Award achieved: **YES/NO**
Delete as appropriate

GOLD / SILVER (Action Plan attached Yes/No)

Signature _____