



Scoring booklet

VENUE NAME

LOCAL SCHEME

SCORE TOTAL

STATUS

Bronze Silver Gold

CATEGORY

BEST BAR NONE SCOTLAND IS SUPPORTED BY





Contents

Applicant Details	3
Venue Management	3
Scoring Totals	3
SECTION A - Prevention of Crime and Disorder	4
Security	4-5
Drinks and Drunkenness	6-9
SECTION B - Public Safety	10
Building	10
Persons	11-12
Crowded Places and Public Spaces	12
Fire Safety	13
Transport	14
SECTION C - Public Nuisance	14-15
SECTION D - Public Health	15
Drinks and Food	15-17
Campaigns	18
SECTION E - Protecting Children from Harm	19
SECTION F - Social Responsibility & Community	20-21
SECTION G - Training	22
JUDGING PANEL CONSIDERATIONS	23



To be completed by assessor:

Date of assessment

Assessor name

Applicant details:

Applicant Name

Email Address

Name of Premises

Telephone Number

Operating Company

Email Address (if different)

Address

Venue mangement:

Operating capacity

Operating plan produced

Premises licence produced

Staff Training Record Produced

Scoring totals:

Criteria	Standard Points Awarded	Local bonus added	Total
Essential (E)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desirable (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Essential/desirable	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bonus (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION A - Prevention of crime and disorder

Security

	Question	Assessor notes	Achieved E-D-B
E	A.1 Venue has written security policy		
E	A.2 Describe your search policy for your venue		
E	A.3 Venue must have a written/electronic incident recording system		
E/D	A.4 Venue operates digital CCTV surveillance, which is used for the prevention and detection of crime (essential - if condition of licence)		
E/D	A.5 CCTV data captured and retained and made available to police on request		
E	A.6 If door staff are employed, the venue records details of sia licence badges and company used – evidence shown to assessor		

Essential

Desirable

Bonus

SECTION A - Prevention of Crime and Disorder

Security

	Question	Assessor notes	Achieved E-D-B
D	A.7 Security briefings – full notes are taken and documented		
D	A.8 Venue has a documented refusal register which records details of persons ejected or barred		
D	A.9 Venue has effective queue management to deal with potential disorder when entering premises. “Applicable to Hybrid/Nightclub and Specialist Entertainment Venue” only. Bonus consideration can be added for smaller community pub/bar which operates same and can be evidenced to assessor.		
D	A.10 Staff are easily identified through the wearing of uniform/badges/tabards or similar		
B	A.11 Mapping system is used to identify hot spots within the premises and can be evidenced to assessor. Applicable to Hybrid/Nightclub/Specialist Entertainment Venue. Bonus can be added to smaller community pub/bar who can evidence to assessor.		

Essential

Desirable

Bonus



SECTION A - Prevention of Crime and Disorder

Drinks and drunkenness

Question	Assessor notes	Achieved E-D-B
E A.12 Venue has written policy to deal with disorder		
E A.13 Venue has written weapons policy – including safe seizure, retention and safe storage until police attend		
D A.14 Staff are aware of how to preserve a crime scene until police arrive. Explain.		
D A.15 Venue has a dispersal policy – explain how staff manage patrons		

Essential

Desirable

Bonus



SECTION A - Prevention of Crime and Disorder

Drinks and drunkenness

	Question	Assessor notes	Achieved E-D-B
D	A.16 Venue has a written drink driving policy		
B	A.17 Venue has a designated driver scheme (additional bonus point if runs all year and not just for campaigns and venue can evidence)		
B	A.18 Venue has clear alcohol unit content information available to customers (visible to assessor)		
B	A.19 Venue provides anti drink spiking devices		
E	A.20 Venue has written policy regarding drug misuse and a zero tolerance approach approach to actively prevent drug misuse		

Essential Desirable Bonus



SECTION A - Prevention of crime and disorder

Drinks and drunkenness

	Question	Assessor notes	Achieved E-D-B
E	A.21 Venue has documented toilet checks.		
D	A.22 Venue has a policy regarding the retention of drugs including how drugs are documented, recorded and secured until police retrieve.		
E	A.23 Venue takes measures to prevent theft.		
E	A.24 Venue has an alarm or other security measure to protect the premises when empty.		
D	A.25 Venue has documented lost and found property record.		

Essential

Desirable

Bonus



SECTION A - Prevention of crime and disorder

Drinks and drunkenness

	Question	Assessor notes	Achieved E-D-B
D	<p>A.26 Venue actively participates in local pubwatch or similar prevention of crime and disorder scheme.</p>		
B	<p>A.27 Venue actively promotes a crime prevention campaign ie: One Punch campaign or sexual assault campaign launched by Police Scotland. http://www.scotland.police.uk/whats-happening/campaigns/ Promotion can be poster/AV screen for example. Bonus could be considered if multiple campaigns signposted to.</p>		
B	<p>A.28 Venue supports awareness of diversity and hate crime. http://www.scotland.police.uk/contact-us/hate-crime-and-third-party-reporting/</p>		
B	<p>A.29 Do staff participate in awareness training on diversity and hate crime.</p>		
B	<p>A.30 Venue has become a “Keep Safe” Venue http://www.iammescotland.co.uk/keep-safe/about-keep-safe/</p>		

Essential

Desirable

Bonus

SECTION B - Public Safety

Building

Question	Assessor notes	Achieved E-D-B
E B.1 Staff undertake a full building check prior to opening to the public and prior to closing for security threats, drugs and lost property.		
E B.2 Must provide evidence of a written accident recording system.		
E B.3 Venue is in a good state of repair to prevent accidents or hazards.		
D B.4 Venue has documented policy on capacity and overcrowding (not operating plan).		
D B.5 Venue has made reasonable adjustments suitable to the design of the building to accommodate persons with disabilities.		
B B.6 Venue makes additional considerations to persons with disabilities - eg: braille menu , utensils.		

Essential Desirable Bonus

SECTION B - Public Safety

Persons

	Question	Assessor notes	Achieved E-D-B
E	B.7 Venue has first aid facilities – which include a safe area to treat injured persons.		
E/D	B.8 Venue has trained first aiders on duty at all opening times. (essential if open after 1.00am or a condition of licence).		
B	B.9 In addition to trained first aiders – venue has had staff trained in CPR. Course details to be evidenced from providers such as “British Heart Foundation or Scottish Fire and Rescue Service”. <i>https://www.bhf.org.uk/heart-health/how-to-save-a-life</i>		
B	B.10 Venue has defibrillator and staff are trained to use (must be in venue).		
Glass			
E	B.11 Venue has effective glass collection policy.		
E	B.12 Venue has an effective spillage and broken glass policy.		

Essential Desirable Bonus

**SECTION B - Public Safety****Persons**

Question	Assessor notes	Achieved E-D-B
E/D B.13 Venue uses plastic or toughened glass (essential if condition of license).		
D B.14 Venue has a policy of preventing open bottles and glasses being carried out.		
B B.15 No insecure/open bottle skips or bins are stored in public areas.		
Essential <input type="text"/> Desirable <input type="text"/> Bonus <input type="text"/>		

SECTION B - Public Safety**Crowded places and public spaces**

Question	Assessor notes	Achieved E-D-B
D B.16 Venue has evacuation policy in respect of bomb threats, suspect packages and staff are aware.		
D B.17 Staff have viewed “Run Hide Tell” Guidance Log Sheet evidenced to assessor and dated https://www.gov.uk/government/publications/stay-safe-film or Staff have received Counter Terrorism Awareness Training approved by NACTSO – date of training must be provided.		
B B.18 Staff have undertaken ACT (Action Counters Terrorism) Industry Self-Delivery e-Learning: https://www.gov.uk/government/news/industry-self-delivery-enters-a-new-phase		
Essential <input type="text"/> Desirable <input type="text"/> Bonus <input type="text"/>		



SECTION B - Fire Safety

	Question	Assessor notes	Achieved E-D-B
E	B.19 Venue has a written Fire Safety Evacuation Plan.		
E	B.20 Venue has a method of raising the alarm in the event of a fire with records to show regular testing and maintenance.		
E	B.21 Fire Exits and Escape routes must be free from obstruction and well lit.		
E	B.22 Venue must produce a written fire safety risk assessment which has been completed or reviewed in the last 12 months.		
E	B.23 Venue must have a Fire Safety log book which is maintained and includes all records, maintenance and fire drills.		
E	B.24 Venue must provide evidence of annual fire evacuation training exercises.		

Essential Desirable Bonus



SECTION B - Transport

Question	Assessor notes	Achieved E-D-B
E	B.25 Venue proactively displays information to customers with regards to accessing taxis and/or public transport	

Essential Desirable Bonus

SECTION C - Public Nuisance

Question	Assessor notes	Achieved E-D-B
D	C.1 Venue has a policy for management of outside areas – beer gardens or smoking areas	

D	C.2 Venue displays customer notices on noise	
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Essential Desirable Bonus



SECTION C - Public Nuisance

Litter / Waste

Question	Assessor notes	Achieved E-D-B
D C.3 Venue recycles glass, cans paper and waste		
D C.4 Venue clears perimeter of venue from litter, glassware, plastics from venue		
<p style="text-align: right;">Essential <input type="text"/> Desirable <input type="text"/> Bonus <input type="text"/></p>		

SECTION D - Public Health

Drinks and food

Question	Assessor notes	Achieved E-D-B
D D.1 Venue is participating in 125ml Campaign – supported by Scottish Alcohol Industry Partnership		
D D.2 Venue actively promotes 125ml Campaign in venue		
<p style="text-align: right;">Essential <input type="text"/> Desirable <input type="text"/> Bonus <input type="text"/></p>		



SECTION D - Public Health

Drinks and food

Question	Assessor notes	Achieved E-D-B
D D.3 Staff verbally offer a 125ml glass measure (small)		
B D.4 Venue has innovatively promoted the campaign and can evidence		
D D.5 Venue stocks low alcohol alternatives		
D D.6 Venues stocks non-alcohol alternatives		
B D.7 Venue promotes unusual soft drink options		

Essential

Desirable

Bonus



SECTION D - Public Health

Drinks and food

	Question	Assessor notes	Achieved E-D-B
B	D.8 Venue offers promotions on non-alcohol products		
B	D.9 Venue has facilitated a non-alcohol event (not under 18s) and can evidence promotion of event ie: alcohol free music night		
B	D.10 Venue offers alternative draft glass sizes - 1/3, 2/3 or 1/2 pint		
B	D.11 Venue has a snack menu (not crisps and nuts)	Community Pubs	
D/B	D.12 Venue provides a meal menu	Larger Chain Pubs (D) Small Community Pub (B)	
B	D.13 If Meal Menu – considerations for dietary requirements evidenced		
B	D.14 If Food Combo Option with drink – is soft drink offered		

Essential Desirable Bonus



SECTION D - Public Health

Campaigns

Question	Assessor notes	Achieved E-D-B
D D.15 Venue has supported Drinkaware Campaign https://www.drinkaware.co.uk/about-us/our-campaigns/ : • Campaign Name: • Date promoted: • What did you do? Posters/Leaflets/Menus/Beer Mats/Plasma Screens		
B D.16 Mental Health campaign or awareness https://www.samh.org.uk/get-involved/our-campaigns/ : • Campaign Name: • Date engaged • What did you do?		
D D.17 Sexual Health campaign or awareness • Campaign Name: • Date engaged • What did you do?		
B D.18 Other Public Healthy Campaign promoted eg: Cancer, Gambling, Health Eating		

Essential

Desirable

Bonus



SECTION E - Protecting Children from Harm

	Question	Assessor notes	Achieved E-D-B
E	E.1 Staff check identification of young persons as per requirements of Challenge 25		
E	E.2 Venue displays Challenge 25 Posters/Materials warning against underage drinking		
B	E.3 Venue demonstrates examples of forged identification methods as part of staff training		
B	E.4 Staff are instructed to retain any fraudulently altered or fake identity presented and have a policy regarding how they are stored/recorded		
B	E.5 Children allowed access Venue has designated area for children and families		
B	E.6 Venue has a policy or procedure restricting the number of alcohol drinks served to adults supervising children		
B	E.7 Venue has received training in Child Sexual Exploitation	<i>Barnardos offer free training</i>	

Essential

Desirable

Bonus

SECTION F - Social Responsibility & Community

Question	Assessor notes	Achieved E-D-B
E F.1 Venue has a written Duty of Care Policy which considers persons being ejected or refused entry, who may be vulnerable		
D F.2 Staff have viewed Best Bar None “Good Night Out” Films at www.bbnsotland.co.uk/good-night-out-campaign/		
B F.3 Venue supports Charity – active involvement (not collection tins)		
B F.4 Venue supports Community Initiative ie: Local Support for Alzheimer group, choir, drama, pensioners group, mother and Toddler Group, Youth Team or support for local community – venue is a hub to meet		
B F.5 Venue can demonstrate it works with partner agencies who support the night time economy – street pastors or other 3rd sector/voluntary group. State partners worked with. If active engagement and evidence suggests more than signposting – consider additional bonus point.		

Essential

Desirable

Bonus

SECTION F - Social Responsibility & Community

Question	Assessor notes	Achieved E-D-B
B F.6 Staff Health and Wellbeing Can you outline what staff health or wellbeing initiatives you have undertaken:		
B F.7 Employability for Licensed Trade and Hospitality Sector Venue has participated in an Employability Scheme: Name Scheme: ie. Diageo for Life or Social Enterprise scheme Outline engagement: <ul style="list-style-type: none"> • Host training days, attend interviews, host an industry visit or offer work experience • Recruit candidate(s) from an employability scheme (extra bonus point) 		
B F.8 Venue participates in BBN Social Media – either via local or national BBN accounts for Twitter and/or facebook and can evidence this to assessor.		
B F.9 Venue adds the BBN Logo to its own website and/or brand materials.		

Essential

Desirable

Bonus

SECTION G - Training

	Question	Assessor notes	Achieved E-D-B
E	<p>G.1 Must provide evidence of staff training with clear documented policies. Including records of ongoing refresher training for:</p> <ul style="list-style-type: none"> • Drinks and Drunkenness • Disorder • Drugs • Crime Prevention • Conflict Management 	<p><i>National Standards complied with – 16 sections covered – available www.scplh.info</i></p>	
B	<p>G.2 Additional Point can be added for additional training sessions: Eg: Crime Scene Management training or Bystander training or Mental health awareness</p>		
B	<p>G.3 Staff understand how to deal with drunkenness - the bar code guide refers for staff to read: www.bbnsotland.co.uk/good-night-out-campaign/the-bar-code/</p>	<p><i>(sign off sheet produced)</i></p>	

Essential

Desirable

Bonus

JUDGING PANEL CONSIDERATIONS

Question

Assessor notes

<p>H.1 INNKEEPER CHECK Carried out by Police Scotland Judge.</p>	
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<p>H.2 Additional Bonus Points considered for:</p> <ul style="list-style-type: none">• Innovation• Social Responsibility• Crime Prevention ideas• Community Initiatives• Customer Care• Partnership engagement	
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Assessor comments/notes for attention of local coordinator or judging panel