



SCORING BOOKLET 2023

VENUE NAME

LOCAL SCHEME

SCORE TOTAL

STATUS

Bronze

Silver

Gold

CATEGORY



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APPLICANT DETAILS

TO BE COMPLETED BY ASSESSOR:

Date of assessment	
Assessor name	

Venue Management:

Operating capacity	
Operating plan produced	
Premises licence produced	
Staff training record produced	

Applicant Details:

Applicant name	
Email address	
Name of premises	
Telephone number	
Operating company	
Email address (if different)	
Address	

Scoring Totals:

Criteria	Standard points awarded	Local bonus added	Total
Bronze			
Silver & Gold			
Total			



Section 1 - Bronze

SECTION 1A - Prevention of Crime and Disorder

ESSENTIAL

Question	Assessor notes	Achieved
A.1 Venue has written security policy.		
A.2 Describe your search policy for your venue.		
A.3 Venue must have a written/electronic incident recording system.		
A.4 Venue operates digital CCTV surveillance, which is used for the prevention and detection of crime (essential - if condition of licence).		
A.5 CCTV data captured and retained and made available to police on request.		
	Total	



Section 1 - Bronze

SECTION 1A - Prevention of Crime and Disorder

ESSENTIAL

Question	Assessor notes	Achieved
A.6 Venue has written policy to deal with disorder.		
A.7 Venue has written weapons policy - including safe seizure, retention and safe storage until police attend.		
A.8 Venue has written policy regarding drug misuse and a zero tolerance approach to actively prevent drug misuse which must include guidance about the retention of drugs including how drugs are documented, recorded and secured until police retrieve.		
A.9 Venue takes measures to prevent theft (include detail for assessor).		
A.10 Venue has an alarm or other security measure to protect the premises when empty.		
Total		



Section 1 - Bronze

SECTION 1B - Public Safety

ESSENTIAL

Question	Assessor notes	Achieved
B.1 Must provide evidence of a written accident recording system.		
B.2 Venue is in a good state of repair to prevent accidents or hazards, including regular checks at opening and closing.		
B.3 Venue has first aid facilities – which include a safe area to treat injured persons.		
B.4 Venue has trained first aiders on duty at all opening times (essential if open after 1.00am or a condition of licence).		
B.5 Venue can demonstrate that it manages capacity effectively.		
	Total	



Section 1 - Bronze

SECTION 1B - Public Safety

ESSENTIAL

Question	Assessor notes	Achieved
B.6 Venue uses plastic or toughened glass (essential if condition of license).		
B.7 Venue has a Fire Safety Evacuation Plan.		
B.8 Venue has a method of raising the alarm in the event of a fire with records to show regular testing and maintenance where appropriate.		
B.9 Fire exits and escape routes must be clearly indicated free from obstruction and adequately illuminated.		
B.10 Venue must evidence a written Fire Safety Risk Assessment which has been subject to regular review.		
B.11 Venue must have a Fire Safety Log Book or suitable written records which are maintained and includes relevant testing and maintenance, any staff training and fire drill records.		

Total



Section 1 - Bronze

SECTION 1E - Protecting Children from Harm

ESSENTIAL

Question	Assessor notes	Achieved
E.1 Staff check identification of young persons as per requirements of Challenge 25.		
E.2 Venue displays Challenge 25 Posters/Materials warning against underage drinking.		
Total		

SECTION 1F - Social Responsibility and Community

ESSENTIAL

Question	Assessor notes	Achieved
F.1 Venue has a written Duty of Care Policy which considers persons being ejected or refused entry, who may be vulnerable.		
Total		



Section 1 - Bronze

SECTION 1G - Training

ESSENTIAL

Question	Assessor notes	Achieved
<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>National Standards complied with – 16 sections covered – available at www.scplh.info</p>		
	Total	



Section 2 - Silver & Gold

SECTION 2A - Prevention of Crime and Disorder

DESIRABLE

Question	Assessor notes	Achieved
<p>A.13 If door staff are employed, the venue records details of SIA licence badges and company used – evidence shown to assessor.</p>		
<p>A.14 Venue has a documented refusal register which records details of persons ejected or barred.</p>		
<p>A.15 Venue has effective queue management to deal with potential disorder when entering premises (applicable to Hybrid/Nightclub and Specialist Entertainment Venue only).</p>		
<p>A.16 Staff are easily identified through the wearing of uniform/ badges/ tabards or similar.</p>		
<p>A.17 Staff are aware of how to preserve a crime scene until police arrive. Explain.</p>		
	Desirable	



Section 2 - Silver & Gold

SECTION 2A - Prevention of Crime and Disorder

DESIRABLE

Question	Assessor notes	Achieved
A.18 Venue has a dispersal policy – explain how staff manage patrons.		
A.19 Venue can demonstrate that it actively takes steps to discourage drink driving.		
A.20 Venue has documented toilet checks.		
A.21 Venue has documented lost and found property record.		
A.22 Venue actively participates in local Pubwatch or similar prevention of crime and disorder scheme.		
Desirable		



Section 2 - Silver & Gold

SECTION 2A - Prevention of Crime and Disorder

BONUS

Question	Assessor notes	Achieved
<p>A.23 Security briefings – full notes are taken and documented.</p>		
<p>A.24 Mapping system is used to identify hot spots within the premises and can be evidenced to assessor (Hybrid/ Nightclub/Specialist Entertainment Venue).</p>		
<p>A.25 Venue has a designated driver scheme (additional bonus point if runs all year but must be advertised).</p>		
<p>A.26 Venue provides anti drink spiking devices.</p>		
<p>A.27 Venue supports awareness of hate crime #DontFeedHate (www.scotland.police.uk/contact[1]us/hate-crime-and-third-party-reporting/).</p> <p>Can be documented training to staff (PS or internally) awareness of TPR and nearest centre or Keep Safe Venue accreditation).</p>		
	Bonus	



Section 2 - Silver & Gold

SECTION 2B - Public Safety

DESIRABLE

Question	Assessor notes	Achieved
B.12 Venue has made reasonable adjustments suitable to the design of the building to accommodate persons with disabilities.		
B.13 Venue makes additional considerations to persons with disabilities - eg: braille menu, utensils.		
B.14 Venue has ready access to bomb threats/suspect packages aide memoire and staff are familiar with this. <i>(https://www.protectuk.police.uk/bomb-threats)</i>		
B.15 Staff have completed ACT E Learning. Available at <i>https://www.highfieldelearning.com/act-awareness-e-learning-faqs</i> . Staff can register as an individual or organisation.		
B.16 Staff have attended in person Counter Terrorism Awareness Training delivered by a NaCTSO approved facilitator – date of training must be provided.		
B.17 Venue should provide evidence of regular fire evacuation training exercises/drills.		
Desirable		



Section 2 - Silver & Gold

SECTION 2B - Public Safety

BONUS

Question	Assessor notes	Achieved
B.18 Venue has documented policy on capacity and overcrowding (not operating plan).		
B.19 Venue has defibrillator and staff are trained to use (must be in venue).		
B.20 Staff have completed SCaN for all staff ProtectUK self delivery training – date of completion must be provided (https://www.protectuk.police.uk/advice-and-guidance/security/scan-all-staff).		
B.21 Venue proactively displays information to customers with regards to accessing taxis and/or public transport.		
B.22 Venue staff are aware of measures to reduce UFAS - unwanted fire alarm signals (false alarms) if appropriate – Awareness of SFRS TAKE 5 campaign (available on BBN Website Resources page).		
		Bonus



Section 2 - Silver & Gold

SECTION 2C - Public Nuisance

DESIRABLE

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

SECTION 2C - Public Nuisance

BONUS

Question	Assessor notes	Achieved
C.2 Venue displays customer notices on noise.		
	Bonus	



Section 2 - Silver & Gold

SECTION 2D - Public Health

DESIRABLE

Question	Assessor notes	Achieved
<p>D.1 Venue offers a 125ml glass of wine or actively promotes the 125ml Campaign – supported by Scottish Alcohol Industry Partnership. Must be on the menu.</p>		
<p>D.2 Venues stocks non-alcohol beer, lager, cider or wine.</p>		
<p>D.3 Venue has supported Drinkaware Campaign (https://www.drinkaware.co.uk/about-us/our-campaigns/)</p> <ul style="list-style-type: none"> • Campaign Name: • Date promoted: • What did you do? Posters/Leaflets/Menus/Beer Mats/Plasma Screens 		
<p>D.4 Mental Health campaign or awareness</p> <ul style="list-style-type: none"> • Campaign Name: • Date engaged • What did you do? 		
Desirable		



Section 2 - Silver & Gold

SECTION 2D - Public Health

BONUS

Question	Assessor notes	Achieved
D.5 Venue promotes unusual soft drink options such as mocktails smoothies, milk shakes, slushies etc. must be advertised.		
D.6 Venue has a snack menu (not crisps and nuts) - Smaller Venues.		
D.7 Venue provides a meal menu - Larger Venues		
D.8 If Meal Menu – considerations for dietary requirements evidenced.		
	Bonus	



Section 2 - Silver & Gold

SECTION 2E - Protecting Children from Harm

BONUS

Question	Assessor notes	Achieved
E.3 Venue demonstrates examples of forged identification methods as part of staff training.		
E.4 Staff are instructed to retain any fraudulently altered or fake identity presented and have a policy regarding how they are stored/recorded.		
E.5 Venue has a policy or procedure restricting the number of alcohol drinks served to adults supervising children.		
E.6 Venue has received training in Child Sexual Exploitation or supports the Child Sexual Exploitation campaign. (Campaign material available with Barnardo's Scotland).		
	Bonus	



Section 2 - Silver & Gold

SECTION 2F - Social Responsibility and Community

DESIRABLE

Question	Assessor notes	Achieved
F.2 Staff have viewed Best Bar None “Good Night Out” Films at www.bbnsotland.co.uk/good-night-out-campaign/ (must have sign off sheet).		
	Desirable	

SECTION 2F - Social Responsibility and Community

BONUS

Question	Assessor notes	Achieved
F.3 Venue supports Charity – active involvement (not collection tins).		
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. <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) 		
	Bonus	



Section 2 - Silver & Gold

SECTION 2F - Social Responsibility and Community

BONUS

Question	Assessor notes	Achieved
F.5 Venue participates in BBN Social Media – either via local or national BBN accounts for Twitter and/or facebook and can evidence this to assessor.		
F.6 Venue adds the BBN Logo to its own website and/or brand materials.		
Bonus		

SECTION 2G - Training

BONUS

Question	Assessor notes	Achieved
G.2 Additional Point can be added for additional training sessions: Eg: Crime Scene Management training or Bystander training or Mental health awareness (sign off sheet produced)		
G.3 Staff are trained in Police Scotland Bar Code guide: www.bbnsotland.co.uk/good-night-out-campaign/the-bar-code/		
Bonus		



JUDGING PANEL CONSIDERATIONS

Question

Assessor notes

H.1 INNKEEPER CHECK

Carried out by Police Scotland Judge.

H.2 Additional Bonus Points considered for:

- Innovation
- Social Responsibility
- Crime Prevention ideas
- Community Initiatives
- Customer Care
- Partnership engagement

Assessor comments/notes for attention of local coordinator or judging panel