



# Newcastle Best Bar None Important Criteria – Information Guidelines

Do you have the following?

Y/N

Written policies – Book, Folders or Files	
Written Staff Training Records	

## In your Written Policies – you should cover

<b>Capacity – how to prevent overcrowding/congestion</b>	
<input type="checkbox"/> The use of clickers and a capacity log book. <input type="checkbox"/> The use of ticketing system to regulate capacity. <input type="checkbox"/> Till system to regulate numbers.	
<b>Security review records</b>	
<input type="checkbox"/> Incident Log <input type="checkbox"/> Security Review Record (Management has identified a problem as a result of an incident or series of incidents, met with staff about it and identified solution to it).	
<b>Accident book and incident logs</b>	
<input type="checkbox"/> Accident Recording System (Incident Log) <input type="checkbox"/> Accident Report Book	
<b>How to deal with drunks and drunkenness</b>	
<input type="checkbox"/> Written information that demonstrates a responsible attitude towards the sale of alcohol. <input type="checkbox"/> Written directions about not serving people under the influence. <input type="checkbox"/> Signage that demonstrates that drunk people will not be sold alcohol. <input type="checkbox"/> Signage encouraging the consumption of non-alcoholic beverages.	
<b>Responsible Drinks Promotions</b>	
Follows the Portman/BBPA guidance on Responsible Drinks Promotions.	
<b>How to promote Zero Tolerance of Drugs</b>	
<input type="checkbox"/> Ensure that drugs are not brought into the venue or consumed on it's premises. <input type="checkbox"/> What the venue will do if anyone is caught with drugs on the premises and how the drugs will be disposed of. <input type="checkbox"/> Zero Tolerance to drugs posters <input type="checkbox"/> Toilet Check logs <input type="checkbox"/> Search policy	
<b>Crime Prevention</b>	
<input type="checkbox"/> The use of bag clips under tables <input type="checkbox"/> Mirrors <input type="checkbox"/> Advice notices displaying anti-theft messages. <input type="checkbox"/> DJ announcements. <input type="checkbox"/> CCTV	

<b>How to deal with Disorder</b>	
<input type="checkbox"/> Written policy on what the DPS/Staff do to identify disorder. <input type="checkbox"/> How staff are trained to deal with disorder and what the DPS/Staff do to prevent incidents of disorder. <input type="checkbox"/> What the DPS/Staff do to minimise disorder.	
<b>Glass collection strategy</b>	
<input type="checkbox"/> Identify who is responsible for carrying out glass collections. <input type="checkbox"/> The number of glass collectors per number of customers. <input type="checkbox"/> Who is responsible for monitoring glass collection and co-ordinating staff that are collecting glass. <input type="checkbox"/> Where glass is disposed of and how often.	
<b>Fire Risk Assessment</b>	
<input type="checkbox"/> Must have a fire risk assessment. <input type="checkbox"/> Who is responsible for completing the fire risk assessment.	
<b>Building Maintenance/Safety Policy</b>	
<input type="checkbox"/> How building is maintenance/safety monitored. <input type="checkbox"/> Who is responsible for monitoring building safety and ensuring repairs are carried out. <input type="checkbox"/> Building Maintenance Log	
<b>Noise Reduction Policy</b>	
<p>How does the venue limit the impact of noise on neighbours:-</p> <input type="checkbox"/> During opening hours through open doors and windows. <input type="checkbox"/> Customers making noise when leaving the premises. <input type="checkbox"/> Who will take responsibility for assessing and implementing this.	
<b>Protection of Children from harm</b>	
<input type="checkbox"/> A Challenge 21 policy of checking accepted forms of ID for those appear to be under 21. <input type="checkbox"/> Posters to customers situated behind the bar and at the entrance to the venue advising customers of the strict policy.	

The above are only **guidelines** as to the kind of information that should be included in your venue's policies.