



Nottinghamshire Best Bar None Venue Assessment Preparation Form

Below is a list of all of the things you'll need to do to pass the assessment. If any aren't applicable to your venue explain this to your assessor and you won't lose marks. **You will not pass the assessment if you do not do all of the items below applicable to your venue.** The ones in **bold** require physical evidence that you will need to show the assessor. **It will not be possible to pass the assessment without this evidence.**

The assessment covers much more than the below. All answers will be recorded by the assessor on the day, so please ensure that whoever represents the premises at the assessment is knowledgeable enough to be able to answer any reasonable question about the premises that they may be asked.

The full scoring booklet will be emailed to you in advance of your assessment. If you haven't received it, or if you have any questions, please email info@nottinghamshirebbn.com, or call Laura on 07854 705826 or Sylvia on 07504 973421.

Explain what do you do to ensure the security measures that you have in place are adequate, and how often do you do this	Provide evidence of an emergency evacuation procedure and yearly evacuation training exercises
Provide evidence of a policy for preventing and dealing with disorder	Provide evidence of a fire detection system and annual fire equipment inspections/services
Provide evidence of a policy for weapons	Explain how you ensure all fire exits are clear and well-lit at all times while open
Provide evidence of a policy for managing conflict and recording incidents	Provide evidence of a written accident recording system
Provide evidence of a policy for searching patrons	Explain how you keep outside the venue clean / tidy
Provide evidence of what types of incidents you record	Explain how you manage the capacity inside and outside your venue
Provide evidence of a lost property procedure	Provide evidence of a glass collection policy for inside and outside the venue
Explain how you ensure anyone carrying out the role of door supervisor is licensed or subject to a Licence Dispensation Notice	Provide evidence of a spillage and broken glass policy
Provide evidence of a policy for preventing and dealing with drunkenness	Provide evidence of a noise nuisance policy
Explain how you ensure customers are aware of the different drink sizes on offer	Provide evidence of a close down and dispersal policy
Explain how you consider the impact of drinks promotions and their compliance with the mandatory code	Provide evidence of an age verification policy, and that you display posters stating proof of age may be required
Explain what you do to prevent drug use and supply in your venue	Provide evidence of a notification / permit for any gaming machines
Describe your daily building checks to check for security threats, drugs and lost property	Provide evidence that all gaming machines display their category and can be supervised by bar staff
Provide evidence of a written fire safety risk assessment carried out recently	Provide evidence of staff training in: <ul style="list-style-type: none"> - Drunkenness - Drugs - Fire and use of fire equipment - Underage sales / proxy sales / responsible alcohol retailing