

RESOURCE 2



Measures to promote the licensing objectives

The five licensing objectives are the central most important principles of the licensing system, each one being of equal weight and significance. Licensing policies have a substantial role to play in how the objectives might be met, and boards have a legal duty to ensure that their policies seek to promote the objectives. This resource outlines some of the measures, contained in the most recent licensing policies, that boards and licensees can take to promote each of the objectives.

Objective	Board measures	Licensee measures
Preventing crime and disorder	<ul style="list-style-type: none"> Applying appropriate conditions to licences to mitigate the risk of potential crime or disorder. Endorsing initiatives designed to prevent crime and disorder. Encouraging licensed premises to participate in award schemes e.g. Best Bar None and Safer Towns Initiatives. Conducting reviews where licensees fail to 	<ul style="list-style-type: none"> Effective management of premises, including written procedures for managing incidents. Keeping an incident book and daily register which lists incidents and actions taken by staff and management. Ensuring that staff receive proper training and refresher training on relevant issues, policies and procedures. Ensuring provision of effective CCTV in and around premises. Accommodating Police Scotland when it requests copies of CCTV images. Ensuring provision of external lighting and security measures. Employing SIA registered door supervisors when appropriate. Using Radiolink or similar schemes e.g. Pubwatch and Shopwatch. Adopting best practice guidance where available. Maintaining a relevant dispersal policy where appropriate. Linking with local bus and taxi companies to provide safe means of transport home for patrons at the end of the evening. Displaying local transport information to facilitate safe journeys. Contacting and co-operating with police and Licensing Standards Officers when incidents of a violent, anti-social or otherwise criminal nature occur. Participating in anti-violence and abuse strategies and campaigns such as Ask for Angela. Displaying notices regarding the use of illegal substances or weapons, stating that offences will be reported to the police.

	<p>implement control measures on the basis that they are not fit and proper persons to operate licensed premises.</p>	<ul style="list-style-type: none"> • Adopting policies and procedures to ensure bottles and empty glasses are not removed from the premises. • Providing plastic or reinforced drinking vessels during certain events (e.g. football matches). • Working with the Community Safety Partnership and Alcohol and Drug Partnership. • Displaying notices to make patrons aware of any local Byelaws prohibiting consuming alcohol in public places. • Monitoring of display areas (via staffing in larger shops or layout consideration in smaller shops). • Using time locks on tills so that sales of alcohol cannot be made outside the hours of the operating plan. • Using metal detection wands. • Having a violence reduction strategy document, including matters such as a glassware, anti-violence patrols by staff, and toilet supervision. • Providing conflict management training for staff.
Securing public safety	<ul style="list-style-type: none"> • Promoting education and awareness of potential risks. • Applying additional licence conditions for the purposes of this licensing objective. • Facilitating effective communication between all relevant parties. • Disseminating relevant information from partner agencies as widely as possible. • Reviewing licences as a last resort. 	<ul style="list-style-type: none"> • Ensuring that premises, both internally and externally, are maintained in good, clean and tidy condition at all times. • Membership of schemes to secure public safety such as Radiolink and Pubwatch. • Ensuring glassware or alternatives (including toughened or safety glass) are frequently cleared. • Having accurate disability access statements. • Having familiarity with the provisions of the Equality Act 2010. • Ensuring there is clear and accurate signage in and around premises. • Fully completing risk assessments, for both premises and proposed activities to be carried out. • Developing policies on crowd management and dispersal, both in the ordinary course of operation and in an emergency. • Regular maintenance and testing of procedures, and security and safety systems. • Designating a “safe space” within the premises in which vulnerable persons can be provided with assistance. • Co-operating with police and Licensing Standards Officers including by allowing access to all relevant policies and procedures. • Having a suitable litter and waste management programme including provisions for recycling. • Limiting the amount of alcohol sold just before the terminal hour, and covering bar taps once the terminal hour has passed. • Ensuring there is a sufficient number of people employed or engaged to secure the safety of the premises and patrons. • Ensuring the appropriate instruction, training and supervision of staff. • Conducting regular testing and certification (where appropriate) of appliances. • Conducting regular toilet checks with documented check lists and if appropriate, toilet attendant

	<ul style="list-style-type: none"> • Carrying out spot checks of premises. • Circulating relevant applications to the Council's department of city development and requesting reports highlighting matters for the Board's consideration. • Liaising closely with key agencies (e.g. the Council's Building Standards & Public Safety sections, and the Scottish Fire and Rescue Service), with a view to ensuring that appropriate standards are applied and maintained. 	<ul style="list-style-type: none"> • Ensuring frequent monitoring of beer gardens to check for broken glass and other litter. • Developing a policy around accessible transport for lone women and other vulnerable groups. • Discouraging 'vertical' drinking and encouraging patrons to be seated • Having defibrillation equipment available to staff, or briefing staff as to how local facilities can be accessed. • Informing the police of any special event that is to take place on the premises or of any issues that relate to public safety • Ensuring that, where possible, a personal licence holder is present on the premises. • Conducting, developing and maintaining a Fire Risk Assessment which meets sector specific guidance. • Reviewing the Operating Plan at least once a year, and if necessary asking the Board to authorise a Variation. • Ensuring access and exits to the premises provide for ease of access for emergency vehicles. • Seeking advice from the Scottish Fire and Rescue Service about any fire prevention issues with the premises. • Seeking advice from the council's Environmental Health & Trading Standards team on food safety, workplace safety and pollution. • Being aware of the role of the building standards legislation which affects their premises • Providing first aid facilities and an area in which incapacitated persons can be placed pending the attendance of emergency services. • Implementing a policy of last admission time to manage safe capacity, prevent disorder and overconsumption.
Preventing public nuisance	<ul style="list-style-type: none"> • Considering the proximity of proposed licensed premises to noise sensitive premises when considering applications. 	<ul style="list-style-type: none"> • Taking a proactive and risk-based approach to public nuisance. • Ensuring that door staff encourage patrons leave quickly and quietly. • Keeping doors and windows closed. • Carefully timing any outdoor events. • Conducting sound tests to ensure that noise from equipment used in providing live or amplified music, non-amplified music, singing and speech is not intrusive in any nearby property. • Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.

<ul style="list-style-type: none"> • Ensuring that licensed hours and activities are appropriate for the type of premises and locality. • Improving communication between the trade, partners and local communities. • Imposing additional licence conditions where appropriate to prevent public nuisance. • Highlighting best practice where available. • Increasing awareness and education on potential areas of risk. • Restricting hours of trading, particularly in residential areas. • Reviewing licences where necessary. 	<ul style="list-style-type: none"> • Keeping doors and windows closed. • Being mindful of the location of the premises, hours of operation and activities. • Complying with all conditions of the premises licence. • Ensuring appropriate control measures are in place and staff training is up to date and relevant. • Considering public nuisance when establishing the design and layout of the premises. • Ensuring adequate supervision of any outdoor areas, smoking areas and patrons entering/exiting the premises. • Sharing of best practice via trade groups. • Participating in communication to resolve any issues that may arise. • Considering the steps to be taken to prevent queuing (either by pedestrian or vehicular traffic). • Liaising with public transport providers. • Carefully managing arrangements for collection and disposal of waste and empty bottles. • Having a good neighbour policy and attending community council meetings as appropriate. • Taking positive action, for example, on the prompt removal of graffiti. • Providing transport such as a mini bus, particularly larger premises or those in more remote areas.
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Protecting and improving public health	<ul style="list-style-type: none"> • Applying local conditions on licences where appropriate. • Liaising with public health organisations, the local licensing forum and other relevant parties. • Monitoring the number and capacity of premises, and public health data. • Developing and reviewing overprovision policies. • Raising awareness of public health in the licensed sector. • Encouraging applicants to join in with health initiatives. • Encouraging licence holders to demonstrate both within their Operating Plan and in their everyday practice, the measures which will 	<ul style="list-style-type: none"> • Proactively laying out off-sales premises to discourage impulse buying e.g. not having promotions at the end of aisles and near check outs or till points. • Developing a robust refusal system and recording of refusals procedures. • Ensuring adequate staff training, including regarding the refusals policy and the effects of alcohol on the body (beyond the statutory minimum requirements for bar staff). • Making available low/non-alcoholic products. • Providing a good range of reasonably priced soft drinks and/or driver's shelves. • Making available small 125ml glasses, or 25ml measures instead of 35ml measures. • Ensuring licensed hours are reflective of operating hours. • Being aware of irresponsible promotions, and complying with the law on alcohol pricing and irresponsible drinks promotions. • Making available information with regard to lower risk drinking, and contact points where support can be obtained for problem drinking. • Promoting designated driver schemes. • Supporting customers to be aware of the number of units they are consuming, including by using materials such as posters and beer mats. • Preventing overcrowding. • Calling last orders in plenty of time. • Reducing vertical drinking. • Inviting public health agencies to Shows/Games to deliver health promotion messages in relation to alcohol and drugs. • Banning or discouraging the purchase of rounds of shots in order to encourage lower risk drinking practices and protect vulnerable patrons. • Ensuring that all staff are aware of the MUP requirements and including this as part of mandatory staff training. • Participating in measures to inform the public of drinking guidelines and the number of units in particular drinks. • Providing food on the premises, so that patrons may eat at the same time as consuming alcoholic beverages if they wish. • Participating in recognised schemes/programmes e.g. Designated Driver Scheme, National Alcohol Awareness Week, Healthy Working Lives programme. • Showing the number of units in drinks on menus.
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	<p>be put in place to protect public health.</p> <ul style="list-style-type: none"> Conducting reviews when a licence holder uses irresponsible drinks promotions. 	<ul style="list-style-type: none"> Withdrawing non-premium extra strength alcoholic products. Ensuring that staff are briefed regularly on the health hazards involved with drinking above the recommended number levels, including the potential impact on family members. Having a workplace alcohol policy, which raises awareness about alcohol and its potential negative impact upon health. Participating in schemes that recognise the availability of healthy food choices (such as Best Bar None). Ensuring that staff are able to access support for their own alcohol use (without fear of job loss) should they need it. Reducing the volume of amplified music and live entertainment to protect health. Ensuring that staff are aware of the burden on the NHS, Police, other services and local communities due to excessive alcohol consumption.
Protecting children and young persons from harm	<ul style="list-style-type: none"> Assessing all applications for suitability of access for children and young persons. Imposing additional conditions where necessary to protect children and young persons from harm. Limiting the hours during which children and young persons have access if appropriate. Limiting activities which may take place 	<ul style="list-style-type: none"> Giving consideration to the ambience of premises and what is appropriate in terms of children and young persons' access. Ensuring facilities are appropriate to the areas of the premises to which children and young persons are to be afforded access. Ensuring vigilance against underage drinking and proxy purchasing. Strictly enforcing Challenge 25, and requiring accredited proof of age cards with photographs, or passports. Using till prompts so that all till users are prompted to ask for ID when an age restricted product is scanned. Using electronic refusal registers so that all sales are automatically recorded within the till system. Conducting regular in-house test purchasing exercises and developing a staff policy of steps to be taken in the event of underage patrons or adults attempting to purchase alcohol on their behalf. Working with local partnerships in relation to the promotion and use of proof of age card readers. Training staff to recognise fake ID. Ensuring comprehensive and up to date staff training. Restricting access for children and young persons to appropriate hours and parts of the premises. Applying limitations or exclusions by age when certain activities are taking place. Requiring children to be accompanied by an adult. Contacting the local school, health visitor, police or social work officer, if they have concerns about the wellbeing of a child. Ensuring no person under the age of 18 is permitted to attend an event involving adult entertainment. Give consideration to the impact of parental drinking and associated behaviours. Implementing the Portman Group Code of Practice on the naming, packaging and promotion of alcoholic drinks.

	<p>on the licensed premises during hours in which children and young persons have access if appropriate.</p> <ul style="list-style-type: none"> • Having particular regard for the views of the local Child Protection Committee. • Carrying out site visits of premises to assess their suitability prior to considering applications. • Reviewing licences where necessary. 	<ul style="list-style-type: none"> • Employing a sufficient number of people to secure the protection of children and young persons from harm. • Taking extra measures to secure the safety of children such as Disclosure Certificates for staff working within the premises or employed as stewards. • Adopting a policy whereby a limit is placed on the amount of alcoholic drinks served to those adults in charge of children or young persons • Ensuring that children and young people are not exposed to strong language, violence or disorder. • Ensuring that children and young people are not waiting or seated in the bar area. • Ensuring there are clear reasons for children and young people to be present in licensed premises. • Developing a policy on recognising and dealing with the sexual exploitation of children and young persons. • Carrying out a risk assessment with regard to child sexual exploitation and using it to inform their written policies and procedures, as well as in staff training and refresher training. • Not displaying alcohol alongside confectionary or other goods likely to be of interest to children. • Providing a separate servery children and young persons can use for the sale and supply of soft drinks and foodstuffs. • Ensuring non glass drinking containers are available for children on request, and children's food and drinks are served in suitable and safe containers. • Providing high chair facilities for use by young children. • Ensuring children's menus are provided where food is served on the premises. • Ensuring that accompanying adults are able to take responsibility for and supervise the children at all times. • Making it possible for women to comfortably breast feed their babies on the premises if they wish. • Ensuring that any stairs on the premises are risk assessed and where necessary adequately guarded by a gate or other suitable means. • Providing adequate, clean and safe baby changing facilities accessible to both genders. • Ensure that staff are fully aware of any restrictions to children and young persons' access and supervision requirements. • Ensuring that doors to which children have access are either held open/shut or are fitted with hinge area protection devices.
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