



## 2020 Best Bar None

### Premises Brochure & Application Pack

*Sheffield BBN Scheme is managed by  
Sheffield Drug & Alcohol Coordination Team (DACT) part of Sheffield City  
Council*

In partnership with



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**What is Best Bar None?** Best Bar None is an accreditation scheme supported by the Home Office and the drinks industry which is aimed primarily at promoting responsible management and operation of alcohol licensed premises, and recognising and rewarding responsible licencing practices.

It was piloted in Manchester in 2003 and found to improve standards in the evening and night time economy, with premises now competing to participate. It has since been adopted by 75 town and cities across the UK and is being taken up internationally.

Sheffield's scheme was established in 2009 and is now entering its 11<sup>th</sup> year with 40 currently accredited premises; including both university students unions. Initially the scheme was limited to licensed premises within the city centre ring road. We have now extended the area to include Kelham Island to recognise the growing night time economy in this area of the city.

By taking part in Best Bar None, you are not just demonstrating to your customers that you are operating responsibly you are also:

- Contributing and supporting help meet the city's strategic objectives;
- Helping to reduce anti-social behaviour and alcohol related crime;
- Helping to promote Sheffield as being a safe place to visit;
- Contributing and supporting the excellent partnership working between licensees, the Local Authority and South Yorkshire Police;
- Showing your customers and the city that you are committed to delivering high standards and to improving your high standards and to keeping people safe,

**How does it work in Sheffield?** The Sheffield Best Bar None Scheme is managed by the Drugs & Alcohol Coordination Team (DACT) - part of Sheffield City Council. At present the scheme is open to licensed premises that operate within the city centre ring road, and those on Ecclesall Road and Sharrow vale Road and in Kelham Island.

### **What's NEW for 2020?**

- More BBN Champion training sessions;
- Expanding 'Ask for Angela' – including FREE marketing materials for premises;
- Refreshers training for existing Ask for Angela premises;
- New category - "Entertainment Venue"
- Increase promotion of the scheme and social media presence.

## Additional Benefits of being BBN accredited

- You will be part of a nationally recognised scheme;
- Only BBN accredited premises are featured and promoted on the BBN app;
- All BBN accredited premises are promoted via social media (free marketing);
- All BBN accredited premises are entitled to FREE training and support for managers and staff to new and existing premises;
- All BBN accredited premise will have access to support and guidance dealing with external antisocial behaviour (begging/rough sleeping);
- Will have the opportunity to get involved in initiatives that promote the night-time economy;
- Have access to sample policies and procedures [www.bestbarnone.com](http://www.bestbarnone.com);
- Get to come along to the annual BBN awards ceremony – a GREAT staff night out.

**If your premises sit outside of the geographical areas above**, there is a National Central Scheme which has been developed specifically to allow individual premises to become accredited, where a Best Bar None scheme doesn't operate; there is a £150 fee. *If you were accredited via the central scheme you would be entitled to all the additional benefits listed.*

**Applying to enter the Scheme** On your application form you will be asked which category you would like to enter your premises for (*please note you may only enter one category*) Applications can be downloaded from the [www.bestbarnone.com](http://www.bestbarnone.com) website OR by emailing [BBN@sheffield.gov.uk](mailto:BBN@sheffield.gov.uk)

- Bar / Late bar
- Pub
- Night Club
- Entertainment venue –NEW category for 2020

**The assessment process:** once we have received your application, your premises will be allocated an assessor who will contact you directly to arrange a convenient time to suit you both (please see timetable page 5) The assessment process can take up to two hours depending on how prepared you are.

**BBN Champion Training** – we offer free training to all participating venues to help you understand what BBN is about and how best to prepare for the assessment (see page 6 )

**What Next?** – In November 2019 all premises are scored, the top five scoring premises in each category are put forward to the BBN judging panel. The finalists and winners are announced at the annual awards ceremony, Thursday 13<sup>th</sup> February 2020, City Hall ballroom, where Sheffield's night time community comes together to celebrate the contribution licensed premises bring to Sheffield's night-time economy.

## Categories

In addition to the categories listed above there are a number of other awards up for grabs:

- 🏆 The People's Choice award
- 🏆 Best Chain
- 🏆 Best Independent

### The timeline for the 2020 Scheme:

Date and venue	BBN Activity
<b>23<sup>rd</sup> May 2019 6pm-8pm</b>	<b>BBN 2020 Launch event</b> Being held at this year's overall winners premises TANK, Arundel gate.
<p><b>Application process opens</b> Applications can be downloaded from the <a href="http://www.bestbarnone.com">www.bestbarnone.com</a> website OR by emailing <a href="mailto:BBN@sheffield.gov.uk">BBN@sheffield.gov.uk</a> - if you are an existing BBN accredited premises you can renew/refresh your application over the telephone by calling 0114 2736851 and asking for Sarah Jackson.</p>	
<b>14<sup>th</sup> June 2019</b>	Deadline for 2020 applications
<b>W/C 24<sup>th</sup> June 2019</b>	Premises will be contacted by their allocated assessor to arrange a suitable time for assessment.
<b>31<sup>st</sup> October 2019</b>	<b>Deadline for completed BBN assessments</b> – <i>please note premises assessed after the deadline can still be accredited but won't be eligible for the awards judging process.</i>
<p><b>TIP</b> Pre assessment: familiarise yourself with the full assessment, do your own checklist (a copy of this can be downloaded from <a href="http://www.sheffieldbestbarnone.com">www.sheffieldbestbarnone.com</a>).</p> <p>Have your policies &amp; procedures ready.</p> <p>Attend, or send your staff to the BBN Champion Scheme Training (see page 6 for details). Your assessor is there to support (as well as to assess) - use them or if you have any questions contact <a href="mailto:Tracey.Ford@sheffield.gov.uk">Tracey.Ford@sheffield.gov.uk</a>.</p>	
<b>8<sup>th</sup> November 2019</b>	Scoring BBN Assessments begins.
<b>26<sup>th</sup> November 2019</b>	<b>Judging event</b> (the judging is completed as 'blind judging' so it is completely objective – all premises names are removed).
<b>W/C 2<sup>nd</sup> December 2019</b>	<b>People's choice</b> awards goes LIVE
<b>Thursday 6<sup>th</sup> January 2020</b>	<b>Tickets go on sale</b>
<b>Thursday 13<sup>th</sup> February 2020</b>	<b>2020 BBN Awards</b> Sheffield City Hall Ball Room

## 2020 BBN FREE Training Dates

Date, Venue & Time	Training
<p><b>Thursday 30<sup>th</sup> May 2019</b></p> <p><b>1pm-3pm</b></p> <p>Email <a href="mailto:BBN@sheffield.gov.uk">BBN@sheffield.gov.uk</a> or call 0114 2736851 and ask for Sarah Jackson</p>	<p><b>BBN Champion Training</b></p> <p>The role of the BBN Champion in your premises is to:</p> <ul style="list-style-type: none"> <li>☉ Take a more active role in the preparation of the BBN assessment (or even take responsibility for it);</li> <li>☉ Promote good practice;</li> <li>☉ Promote your BBN status to your staff, but more importantly your customers.</li> </ul> <p>The training covers:</p> <ul style="list-style-type: none"> <li>☉ Core Licensing Objectives and BBN assessment;</li> <li>☉ Understanding the BBN Essential criteria;</li> <li>☉ Section A Prevention of Crime &amp; Disorder;</li> <li>☉ Section B Public Safety;</li> <li>☉ Section C Prevention of Public Noise; &amp;</li> <li>☉ Section D Protection of Children from Harm;</li> <li>☉ Section E Staff training;</li> <li>☉ Bonus and desirable points;</li> <li>☉ The BBN assessment – what are assessors looking for?</li> </ul>
<p><b>Wednesday 19<sup>th</sup> June 2019</b></p> <p><b>1pm-3pm</b></p> <p>Email <a href="mailto:BBN@sheffield.gov.uk">BBN@sheffield.gov.uk</a> or call 0114 2736851 and ask for Sarah Jackson</p>	
<p><b>Date to be Confirmed</b></p> <p>To put your name on the mailing list</p> <p>Email <a href="mailto:BBN@sheffield.gov.uk">BBN@sheffield.gov.uk</a> or call 0114 2736851 and ask for Sarah Jackson</p>	<p><b>‘Ask for Angela’ training</b></p> <p>BBN are jointly delivering with Sheffield Rape and Sexual Abuse Centre ‘Ask for Angela’ Training sessions</p> <p><b>Who’s it for?</b></p> <p>New premises Existing premises – new staff</p> <p>After completing the training premises will be required to provide their own in-house policy and procedures for implementing the scheme.</p> <ul style="list-style-type: none"> <li>☉ In return premises will be provided with in house marketing resources, posters window stickers.</li> <li>☉ Promoted on the BBN app and BBN website.</li> </ul>

## Guidance for premises

Points are awarded against three standards: 'Essential', 'Desirable', and 'Bonus'. The applicant must score 100% of the 'essential' criteria (which is set nationally) in order to be eligible for accreditation.

The operating practices which are deemed to be 'Essential' effectively lay down the basic minimum standard required of a responsible operator in the day to day running of their licensed premises.

The essential Criteria for the 2020 assessment are:

Section A – Prevention of Crime & Disorder - Security	
E	Must provide evidence of regular security reviews (written evidence required) and security briefings.
E	Must provide evidence of a procedure in place to ensure that anyone carrying out role of door supervisor is licenced by SIA or subject to a Licence Dispensation Notice i.e. register of door supervisors on duty.
E	Must ensure any security company employed by the venue has adequate insurance cover.
E	Describe your policy on searching patrons. Include e.g. who is searched, where they are searched & why.
E	Must have an incident report book and record each incident.
E	Must provide evidence of an audit trail in relation to confiscated items.
E	Must provide evidence of policies and procedures in place to deal with crime & disorder, and crime scene preservation <b>NEW 2020</b>
E	Data captured on CCTV system matches local Police required standards, is retained for a period in line with local licencing conditions & is readily available on request from Police at all times during operational hours. <b>NEW 2020</b>

Section A – Prevention of Crime & Disorder – Responsible Drinking	
E	Must provide evidence of compliance to the mandatory code in relation to drinks promotions & availability of smaller measures.
E	Consider the impact of drinks promotions & special events e.g. risk assessment/s. (Bonus for evidence)
E	Must have a copy of the summary premises licence and where it is displayed

Section A – Prevention of Crime & Disorder – Drug Misuse	
E	Must provide evidence of a clear policy on the prevention of illegal drug (including il/legal highs) use and supply on the premises.
E	Has a clear policy in place in relation to the safe disposal of drugs.
E	Has proactive approach to preventing drug use including evidence of regular toilet monitoring, controlling flat surfaces etc.

Section A – Prevention of Crime & Disorder – Anti-Theft	
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E	Must provide evidence of a lost property recording system or locked box/cupboard.
E	Private areas are kept locked and secured during operational hours.

<b>Section A – Prevention of Crime &amp; Disorder – Identification and Management</b>	
E	Must provide evidence of policies in place for preventing and dealing with disorder inc. conflict management, weapons, confiscated items & recording systems.

<b>Section B – Public Safety – Preparation</b>	
E	Venue must have Public Liability Insurance
E	Must have annual gas and five yearly electrical safety checks.
E	Can evidence full building checks prior to opening and prior to closing for security threats, drugs, lost property etc.
E	Manages external areas effectively e.g. smoking, noise, litter, glass
E	Can demonstrate how capacity is managed, including outside areas e.g. comfort factor to manage capacity. Bonus for evidence
E	Must provide evidence of a written accident recording system
E	Has at least one 1 <sup>st</sup> aider with access to an adequate first aid kit at all time during operational hours

<b>Section B – Public Safety – Prevention &amp; Management</b>	
E	Must provide evidence of an effective glass collection policy for inside and outside areas, including perimeter checks.
E	Must provide evidence of effective spillage and broken glass policy.

<b>Section B – Public Safety – Risk Assessment/ Evacuations</b>	
E	Must provide evidence of procedure/s and regular training for building evacuation/s in the event of an emergency, assembly points e.g. terror threats, bombs.
E	Must provide evidence of annual fire evacuation training exercises, assembly points Bonus for additional training sessions.
E	Must provide evidence of a written fire safety risk assessment which has been completed/ reviewed in the last twelve months.
E	Must have adequate fire detection warning system/s in place.
E	Fire exits must be free from obstruction at all times and be well lit.
E	Must provide evidence of fire safety checks.
E	Must provide evidence of fire equipment being inspected and serviced annually.

<b>Section C – Prevention of Public Nuisance inc Noise</b>	
E	Can provide evidence of a risk assessment for 'noise at work.' Applicant must be able to

	evidence a noise assessment has been carried out & provide PPE accordingly.
<b>E</b>	Each venue must have a policy to deal with noise and the policy should be relative and proportionate to the surrounding area.

<b>Section D – Protection of Children from Harm</b>	
<b>E</b>	Clear policies and procedures in place specific to the protection of children from harm e.g. risk assessments
<b>E</b>	Must provide evidence of a robust proof of age verification policy and evidence that procedures are followed at all times.
<b>E</b>	Must provide evidence of current posters stating that proof of age may be required e.g. Challenge 21. Bonus for Challenge 25.

<b>Section E – Training</b>	
<b>Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:</b>	
<b>E</b>	Must provide evidence of a safeguarding / duty of care policy Staff must be aware of their duty of care for vulnerable people. This may include vulnerability around, drug misuse, sexual harassment / exploitation & racial abuse. <b>NEW 2020</b>
<b>E</b>	Must have a written policy to prevent and deal with drunkenness.
<b>E</b>	Dealing with disorder
<b>E</b>	Conflict Management
<b>E</b>	Underage sales/ Proxy sales/ responsible alcohol retailing
<b>E</b>	Fire and the use of fire equipment
<b>E</b>	First Aid
<b>E</b>	Drugs awareness
<b>E</b>	Crime Prevention
<b>E</b>	Security/ Counter terrorism (Argus)



# Sheffield Best Bar None 2020– Application Form

Name of Premises

Address, including postcode

Which category are you applying for (please circle)  
Pub      Bar/Late Bar      Nightclub      Entertainment Venue

Type of premise      Chain (please state)

Independent (please state)

Have you been accredited before?      Yes       No

*Where possible we require the names of two named contacts and contact info email and telephone to arrange assessments*

Contact 1

Contact 2

*To improve the assessment process can you tell us when the best time is for an assessor to come and assess? please note, we will endeavour to arrange assessment at a suitable time to suit you, however please note that assessors are voluntary and do assessments in their own time, so being flexible is key Please allow 1-2 hours*

Monday  Tuesday  Wednesday  Thursday  Friday

What times would be best? You can be specific, please state below

Morning  Afternoon  Evening

I ..... Understand that the premises details (above) will be shared with the licensing and police departments before BBN assessment takes place, I understand that the BBN plaque is the property of Sheffield Drug & Alcohol Coordination Team and can be removed should the premises breach their licensing conditions,

Signed .....date .....

Submitting your application, you can attach via email to [BBN@sheffield.gov.uk](mailto:BBN@sheffield.gov.uk). alternatively you can do this over the phone by contacting the DACT on 0114 2736851 **DEADLINE FOR APPLICATIONS IS 14<sup>th</sup> June 2019**

