

All staff involved in the sale of alcohol are trained on the age verification policy in place at the premises, checking proof of age, refusal of sale of alcohol to anyone who looks under 25 cannot prove they are over 18 or intoxicated, completion of the refusals register. Refresher training shall be provided at 6 monthly intervals.

All training shall be documented with the person who provides the training to sign to confirm that the training has taken place and the people who have received training shall sign and date a document to confirm that they have received and understand the training. Records shall be made available to the Police and any authorised officer from the Licensing authority

A Challenge 25 proof of age policy shall be adopted and implemented at the premises. Signage to do with the Challenge 25 policy shall be displayed at the bars.

An refusals register shall be kept and maintained at the premises. Measures shall be in place so that details of all refused sales shall be recorded. The following information shall be recorded, date and time of refusal, reason for refusal (underage or intoxicated), description of the person and the name and signature of the member of staff who refused the sale. The refusals register shall be reviewed on a monthly basis by the designated premises supervisor (DPS). The refusals register shall be made available for inspection by the Police and authorised officer from the licensing authority upon request.