

#### INCIDENT BOOK

The premise must record all incidents that occur on the premise. Incidents that will be included in the incident book every time will be - first aid incidents, removal of persons by staff, anything that results in an injury and people that have been refused alcohol. If SIA staff are employed in the premise they will record their name and 16 digit SIA badge number and times they worked in the premise. This can be inspected and reviewed by a relevant authority seeking this request. Full training will be given to all staff on how to use the incident book.

#### CHALLENGE 25

- To operate the challenge 25 scheme in the premises
- To display appropriate signage/information for customers informing them you operate challenge 25
- All staff to be trained in the understanding of this scheme
- To operate a refusals/challenge log alongside this scheme to ensure all challenges made by staff are fully recorded in this log - date/time/member of staff/ID produced yes or no

#### SECURITY

SIA Staff will also be employed when it is deemed by a risk assessment that these will be required or when asked to do so by the police, local authority or any other relevant authority

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