

**Door Staff Induction Sheet**

**Date Created:**

**Date of last review: NB Policies should be reviewed annually**

**Expected Standards**

There are 4 licensing objectives of equal importance:

* The prevention of crime and disorder
* Public safety
* The prevention of public nuisance
* The protection of children from harm

As a business we value our reputation, want to have good relationships with our neighbours, care for our clients, want to work in partnership with the statutory authorities and are committed to trading within the law while maintaining the highest possible ethical standards in all our business activities.

This induction sheet is intended to guide Door Staff through the process. This policy should be implemented in conjunction with all other policies.

All approved supplier Door Staff are SIA badged and registered.

This may be the first time Door Staff have worked at this venue; you should ensure that you have a 5 minute briefing detailing the following:

**Site Specific Details:**

|  |  |
| --- | --- |
| Trading Times |  |
| Location of Fire Exits |  |
| Fire evacuation points |  |
| Terror evacuation points |  |
| Dress Code |  |
| Capacity |  |
| Last Entry Time |  |
| Nearest Bank/Cashpoint |  |
| Taxi information |  |
| Any current problems |  |
| Pubwatch information if required |  |
| When is a hot or soft drink allowed |  |
| Update on Local Issues |  |
| GM should walk around the business – identify problem areas/your concerns to the Door Staff | |

**We would like Door Staff to:**

|  |
| --- |
| Open the door, greet guests on arrival / ‘goodbye’ to each guest on departure |
| Only one DS on the door unless an issue requires more |
| Collect glasses if it’s quiet |
| Direct guests to the designated smoking area, not to hang around the entrance/exits |
| Carry out toilet checks – how often? |
| Clear external areas - by when? |
| Clear the bar - by when? |
| Carry out searches if necessary – explain who/where |

**Please do NOT**

|  |
| --- |
| Smoke, consume food or use mobile phones whilst on the door |
| **Not** to block doorway or stand with feet up against doorways/walls |
| Any further expectations: |

**Please sign this document to acknowledge that you have understood the Door Staff Induction Sheet and what you are required to do.**

Date: …………………………………………………………………

Trainer’s Name: ……………………………………………... Trainer’s Signature: …………………………………….

Trainee’s Name: …………………………………………….. Trainee’s Signature: ……………………………………