

## STAFF TRAINING RECORD

**Employee name** .....

### Training

- Licensing Law (for front of house staff) to include  
In particular :
  - Prohibited Sales including
  - Age restrictions and Challenge 25 Policy
  - Not selling to persons who are drunk
- Zero tolerance policies in respect of drugs,  
Disorderly and anti-social behaviour
- The Dispersal Policy
- Use of outside areas

### Frequency

Training is important to help you do your job properly, and to protect both you and the public. You will be expected to co-operate fully in all training exercises. Training will be refreshed as necessary.

You will be required to undertake the above training before you are allowed to work in or behind the bar.

This record will be kept on site and will be available for inspection by an authorised officer.

### Responsibilities

I CONFIRM that I have been trained in each of the above modules, and that I fully understand my duties and obligations in this respect. I also understand that failure to comply with my training could result in disciplinary procedures and possible dismissal.

.....  
Signature

.....  
Date