

**Staff training checklist for -- alcohol**

**Staff member full name:** [REDACTED]

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

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| 1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?                                                                                                                                                                                                                                                                     | ✓ |
| 2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.                                                                                                                                                     | ✓ |
| 3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale. | ✓ |
| 4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?                                                                                                                                                                                                                                    | ✓ |
| 5. What your shop policy is for challenging customers for proof of age?                                                                                                                                                                                                                                                                                                                  | ✓ |
| 6. What your shop policy is, for the types of proof of age (ID) staff should accept?                                                                                                                                                                                                                                                                                                     | ✓ |
| 7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?                                                                                                                                                                                                                                                                         | ✓ |
| 8. What to do if they challenge someone using fake or someone else's ID?                                                                                                                                                                                                                                                                                                                 | ✓ |
| 9. How to operate any 'till prompt' system installed?                                                                                                                                                                                                                                                                                                                                    | ✓ |
| 10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?                                                                                                                                                                                                                                                                  | ✓ |
| 11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?                                                                                                                                                                                                                                                                                             | ✓ |