



# The Angel Training Handbook

Hello,

We run a tight ship here at The Angel and the following information will help you understand how we do this.

Training is recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals or/and if we introduce a new policy or an existing policy is updated, whichever comes soonest. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

## Special Note to Door Staff

It is imperative that you understand the importance of your role. We have worked hard to understand the needs of our neighbours and the Environmental Health team to make sure we put in place a system that works to prevent public nuisance. Please read the Door + Street Management Plan thoroughly.

Please read each document and sign + date to confirm you have read and understood the information.

**Alcohol Policy**

Name:..... Date:...../...../.....

**Drugs Policy**

Name:..... Date:...../...../.....

**Challenge 25 Policy**

Name:..... Date:...../...../.....

**Dispersal Policy**

Name:..... Date:...../...../.....

**Evacuation Policy**

Name:..... Date:...../...../.....



**Fire Policy**   
Name:..... Date:...../...../.....

**Noise Management Plan**   
Name:..... Date:...../...../.....

**Door + Street Management Plan**   
Name:..... Date:...../...../.....

**Refusal Register**   
How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).  
Name:..... Date:...../...../.....

**Signs of Intoxication Doc**   
Name:..... Date:...../...../.....

**Legal Measurements of Alcohol**   
Name:..... Date:...../...../.....

Training records will be retained for at least 12 months.

**Trainer's Name:** .....

**Trainer's Signature:** .....

**Date:**...../...../.....

**Trainee's Name:** .....

**Trainee's Signature:** .....

**Date:**...../...../.....