

## **Training Record Form for a Server of Alcohol Licensing Act 2003 and the Supervision of Gaming Machines and Tobacco Purchases**

There are strict laws and company rules concerning the sale of alcohol, tobacco and the playing of gaming machines. This form is designed to ensure that you understand your responsibilities. You must therefore sign this form before you are allowed to serve alcohol and have been trained in respect of tobacco products and gaming machines.

Breaking the law can result in heavy fines and the loss of our licences. At the very least, in the event of the authorities discovering that you have served alcohol to someone under the age of 18 or someone who is drunk, you could be issued with an £80 fixed penalty notice which would be your personal responsibility to pay. A conviction for any of the matters listed below not only leaves you with a criminal record but may also prevent you from becoming a personal licence holder in the future. In addition, if you do not comply with these rules disciplinary action may be taken against you which could result in the loss of your job.

It is essential that if you do not understand any of these instructions or require further information that you discuss the matter with your Manager.

1. Do not sell alcohol to anybody who is under 18. If you are in any doubt about their age simply do not sell alcohol to them. If a customer looks under 21 you must ask for identification. The only acceptable forms of identification are an international passport, a UK photo card driving licence and a PASS Scheme proof of age card.
2. Do not sell alcohol to anybody who you suspect is drunk. In addition, you should not sell to anyone whom you believe to be purchasing on behalf of an individual who is drunk or appears to be drunk. If you suspect that someone is drunk then inform the Manager immediately.
3. Do not serve alcohol outside the hours listed on your premises licence. You must also make sure that drinking up is completed within 30 minutes.
4. You must be aware of any conditions which are attached to the licence for your premises and abide by them.
5. Always ensure that you serve a correct measure. It is an offence to give an under measure.
6. It is forbidden and against the law to smoke anywhere within the trading premises.
7. It is against the law for anyone under the age of 18 to purchase tobacco products such as cigarettes; if a customer looks under 21 you must ask for identification.
8. It is against the law for anyone under the age of 18 to play on Category C gaming machines, or for anyone to permit or participate in such play, and their use must therefore be supervised; if a player looks under 21 you must ask for identification.
9. Hand wash basins must be only used for hand washing and should always contain soap, hot water, nail brush and a supply of hand towels.

These requirements must be observed at all times. Both you and the company can be prosecuted if they are not adhered to and if you are found guilty of an offence you may receive a criminal conviction and/ or a fine.

I can confirm that I have received training in all the above matters and have read and understood the details of these instructions.

### **Person trained**

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

**I am satisfied that the above named person fully understands the content of this instruction and that they are competent to sell alcohol in accordance with the law and have been trained in respect of tobacco purchases and gaming machines.**

### **Personal licence holder**

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

**Training Record Form for a Server of Alcohol  
Licensing Act 2003 and the Supervision of Gaming Machines and Tobacco  
Purchases**

**Continued**

**Person (s) trained**

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

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Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

**I am satisfied that the above named person(s) fully understand the content of this instruction and that they are competent to sell alcohol in accordance with the law and have been trained in respect of tobacco purchases and gaming machines.**

**Personal licence holder**

Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_