

Check 25 County

Trading Standards and the Wellbeing, Prevention and Early Help Service, Lancashire County Council have produced this FREE resource pack to help you to prevent underage sales of alcohol and tobacco and comply with UK legislation.

Everyone working at a licensed premise should be aware of their obligations relating to the prevention of sales of alcohol and tobacco to children. It is essential that you keep within the law, and have systems in place that could act as a legal defence to an allegation that an underage sale has taken place. Sales to children under the age of 18 can have serious consequences for them, including anti-social behaviour and health issues.

Six Step Guide

1. Complete your Premises Age Verification Policy. Make sure all staff fully understand the content before signing it. You should then proudly display it
2. Place new posters in prominent positions, remove posters that are no longer relevant
3. Ensure staff wear Check 25 County badges at all times and ID magnifiers if relevant
 - The printing on ID is sometimes very small. Using ID magnifiers to check small print, as well as facial features on photos, shows your customers that you take ID checks seriously
4. Your 'PASS Card – Information for Staff' poster and 'Date of Birth Verification' sheet should be accessible to staff to assist them to robustly check PASS cards and calculate ages
5. Copy your refusals and challenges sheets, place them at relevant locations and explain to staff how to use them
 - If you are already recording refusals and challenges for your age restricted products then well done, you should continue as normal



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6. Ensure staff read the Check 25 County booklet to prevent underage sales
 - Copy training worksheets for each staff member and place them in their employee file
 - Test your staff understand the topics in the guidance by asking them to complete the induction worksheet
 - 6 months later you can test staff again using worksheet one and 12 months after that you can test staff again using worksheet two
 - Copy a training record sheet for each staff member and place it in their employee file
 - Record the training and place the completed worksheet in the relevant employee file with their training record

Need More Copies?

You can download and print electronic versions of all resources at www.lancashire.gov.uk/lancan

Free Publicity!

Why not send us a few photos of your newly displayed posters, or staff wearing their new Check 25 badges, and we'll share them on our Facebook page?

Send them to lancan@lancashire.gov.uk – don't forget to include a little information about who you are and where you're from!

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