

# **BARNOVA LTD**

# **EVENTS**

## **ALCOHOL MANAGEMENT PLAN**

If necessary, the DPS will close any bar serving alcohol if required by the organiser of the event, due to any serious breach of the licensing objectives or if so, requested by any licensing official so empowered to do so under the licensing act.

## **Bar Operations**

The bar operations will be controlled [REDACTED]/Designated Premises Supervisor(s)  
Job descriptions for all management level roles, however some are explained further below

### **Bar Management**

They will have dedicated Bar Managers on shift and a team who are conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act are always adhered to.

We will ensure that all Bar Managers are personal license holders. If they are not currently personal licence holders, they will be required to obtain the personal licence prior to the event.

Bar Managers are responsible for briefing all their staff before each trading day.

The name and copy of a personal license of each bar manager will be held onsite for inspection if required

### **Staff**

No staff under 18 will be permitted to be employed to sell alcohol.

All bar staff are briefed by the Bar Manager and complete the relevant forms and training. All paperwork kept on site securely, in accordance with the new GDP laws for the duration of the event.

All staff will be instructed about the acceptable forms of ID for proof of age and will be fully aware of our Challenge 25 scheme.

## **Control of Illegal Sales**

We will inform the event security of any quantities of alcohol being brought onto site for illegal sale.

The bar team will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

## **Drink and Drugs Policy**

We encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

Employees are expected to always convey a professional image and are not permitted to drink alcohol prior to their shift/working day, as well as including break times.

Managers should take responsibility for the welfare of their staff and provide a trusting, confidential and supportive relationship.

Disciplinary action will be taken against any employee who uses, stores, or supplies illicit drugs at the event. We may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

## **First Aid**

All staff will have access to the first aid kit and all staff will be advised of the location of the first aid posts on site.

## **Fire and Emergencies**

In the event of an emergency the bar will be evacuated via the nearest emergency exit. The nominated person will raise the alarm in accordance with the site arrangements.

No flammable materials will be stored in the bars.

All bars are fitted with fire extinguishers; employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. In the event of a fire the preservation of life takes priority.

## **Hazardous Substances**

All hazardous substances (cleaning chemicals etc) have been identified and material Safety Data Sheets obtained. Assessments for their use have been undertaken and employees have been made aware of the health risks associated with their use and the control measures necessary in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Personal protective clothing will be provided where appropriate and staff will receive training in its use.

## **Compliance with Licensing Objectives**

### **The four objectives**

1. the prevention of crime and disorder,
2. public safety,
3. prevention of public nuisance, and
4. the protection of children from harm

### **Prevention of Crime and Disorder**

The bar operations will draw up plans for the safekeeping of staff belongings and provide systems of work for the effective management of cash on site to deter theft.

In addition, refusal of service of alcohol to intoxicated people will be promoted to staff in daily briefings and monitored by all.

All staff will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence, or thefts
- General safety of visitors in the main area and surrounding areas
- Report any issues to the Site Manager, Licensee's and Police if required
- Policy on sensible drinking to be applied by all bar staff

### **Public Safety**

A comprehensive Risk Assessment & Fire Risk Assessment will be completed. This includes all fire associated risks, and the measures of the venue will be taking to reduce the risk of fire and its spread.

The Manager/Safety Officer will be responsible for the safety of the Public in the site during the event. No glass or other sharp objects are allowed in to or out of the festival site.

### **Prevention of Public Nuisance**

SIA/stewards patrolling the site during and after the event to deter any possible issues.

Noise to be controlled with visitors leaving the area after the bar has closed.

All litter to be removed from the site and the surrounding areas during and after the event.

## Protection of Children from Harm

We are committed to ensuring that Alcohol is not sold to anyone under 18 using the Challenge 25 scheme.

The Following notice will be posted at the entrance to the events and/or at multiple locations on each bar:

If you are lucky enough to look under 25, it may be that we ask you to prove your age when entering the bar area or when attempting to buy alcohol.

Please don't be offended by this request, in fact take it

as a compliment! The **ONLY** accepted proof of age

documents are:

- 1) Passport (Not a photocopy)
- 2) Photo card Driving License
- 3) Proof of Age Card - The card must be part of the *PASS* scheme and carry their hologram.

All bars will have SIA licensed personnel to maintain and control operations within the bar including verification of the age of all customers who appear to be under the age of 25.

Bar staff on the front line will also be required to check the id of any customer who appears to be under 25 and will reminded of this obligation at their daily briefing.

A log will be kept on the bar and by each security person detailing any customers who are refused service or entry as satisfactory ID has been requested but not been presented.

## Job Descriptions

<b>Job Description</b>	<b>DPS/Tender Owner – [REDACTED]</b>
Responsible To:	Site Owner/Manager
Responsible For	Approval of Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to:  Prevention of crime disorder Public Safety Prevention of public nuisance Protection of children from harm
Main Duties	Agree operational plans with event organiser/manager Ensure plans are effectively carried out
Dated:	07.01.21

**Job Description    Bar Management**

Responsible To: [REDACTED]

Responsible For    Design and executing agreed Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to:

- Prevention of crime disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

Main Duties        Effective management of staff in a bar  
Ensure that sales are maximized  
Minimize risk of loss of cash and stored securely  
Operate the Challenge 25 scheme and ensure staff are trained briefed and managed accordingly  
Be a personal license holder  
Comply with the Alcohol Management Plan

Dated:                07.01.22