



## ALCOHOL POLICY

### Purpose:

- The Holt Community Centre is committed to ensuring the safe, legal, and responsible sale and consumption of alcohol on its premises.
  - This policy provides guidance for staff, volunteers, trustees, and hirers on the use of alcohol in accordance with the Licensing Act 2003, health & safety regulations, and safeguarding requirements.
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### Scope:

This policy applies to:

- Centre staff and volunteers involved in the sale or service of alcohol
  - Hirers or external groups using the bar
  - Trustees and Management Committee members overseeing alcohol-related activities
  - All patrons and visitors consuming alcohol on the premises
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### Legal Compliance

- Alcohol may only be served in accordance with the Centre's Premises Licence
- Only licensed staff or volunteers trained in Responsible Alcohol Service may serve alcohol
- Sale of alcohol to under 18s is strictly prohibited
- The Centre will maintain compliance with all local authority licensing conditions and regulations



## **Responsible Alcohol Service**

Staff, volunteers, and hirers must:

- Check the ID of anyone appearing under 25
  - Refuse service to intoxicated individuals
  - Monitor consumption to prevent harm or anti-social behaviour
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## **Safeguarding**

- Children and vulnerable adults must never be left unsupervised in areas where alcohol is being served
  - Staff and volunteers must follow the Centre's Safeguarding Policy
  - Any concerns about alcohol-related abuse or exploitation must be reported immediately
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## **Health & Safety**

- Alcohol must not be served to anyone operating vehicles or machinery
  - Fire exits and safe access routes must always remain clear
  - Any incidents or accidents linked to alcohol must be reported using the Incident Reporting Procedure
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## **Events & Hirers**

- Hirers must comply with the Centre's Alcohol Policy and licensing conditions
- Hirers must provide details of any alcohol-related activities in their booking application
- Failure to comply may result in refusal of use or termination of the hire agreement



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### Storage & Security

- Alcohol must be stored securely when not in use
- Only authorised staff or volunteers may access storage areas
- Stock control and records must be maintained

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### Breaches of Policy

Breaches may result in:

- Verbal or written warnings
- Removal from premises
- Suspension or termination of volunteering or hiring rights
- Reporting to authorities where required by law

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### Review

This policy will be reviewed annually or following any changes to licensing legislation or Centre operations.

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### Approval

This Alcohol Policy is approved by the Management Committee of The Holt Community Centre.

**Date approved:** \_\_\_\_\_

**Review date:** \_\_\_\_\_

**Signed (Chair/Authorised Person):** \_\_\_\_\_