

GUIDANCE FOR THE SERVICE OF ALCOHOL AT UTS

Scope

University-related activities where alcohol is to be served should be evaluated against this Guidance document.

Why, and how, do I use this document?

Persons coordinating University-related activities must determine from the table below the elements that comprise their activity and plan their event to minimise the level of risk presented by the service of alcohol.

The service of alcohol can raise the overall level of risk for an activity, particularly those risks concerning:

- health and safety of attendees and the public
- security e.g. damage or theft of University and/or personal property etc.
- damage to the University's reputation.

When should I refer to this document in relation to the activity?

Use this document when planning activities:

- where alcohol is to be supplied or consumed, and
- prior to the submission of an UTS Event Approval Request form to the Dean, Director or member of the Senior Executive sponsoring an event.

Element	Risk notes	Control measures recommended to reduce risk
Venue <ul style="list-style-type: none"> • On-campus versus off-campus • Licensed versus unlicensed 	Off-campus venues may be perceived by patrons as being outside the control of UTS, which some may see as approval for unacceptable behaviour.	Service of alcohol at events on licensed UTS premises is generally associated with a lowered level of risk than those held off-campus at unlicensed premises. Licensed premises are required by law to have: <ul style="list-style-type: none"> • signage regarding responsible consumption of alcohol • established procedures to prevent minors gaining access to or consuming alcoholic beverages at the venue
Accessibility (transport to the venue)	Avoid situations where patrons who have consumed alcohol have limited transport options or have to drive to the venue.	<ul style="list-style-type: none"> • Ensure that the event venue is one where the majority of patrons can walk, get taxis or use public transport. • Venues where all patrons must drive, or where there are no public transport options should be avoided. • Encourage staff to nominate a designated driver who will not consume alcohol at the event.
Provision of beverages	It is important to be able to: <ul style="list-style-type: none"> • aid patrons so that they do not unknowingly consume more alcohol at the event than they had planned • cater for patrons who will not be consuming alcoholic beverages • provide those consuming alcoholic beverages with non-alcoholic alternatives, so that they can moderate their alcohol intake at the event. 	<ul style="list-style-type: none"> • Ensure that non-alcoholic beverages are served - at a competitive price, if not free - as well as low-alcohol beverages such as light beer. • Provide water free of charge, either as self-service for patrons or available upon request. • Avoid service of high-alcohol content beverages. • Limit service of full-strength alcoholic beverages. • Do not serve, sell or consume "undesirable liquor products" such as

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		alcoholic ice blocks/ vapours/milk etc. (see http://www.olgr.nsw.gov.au/liquor_info_undesirable.asp), that are likely to be confused with soft drinks or confectionery, or have special appeal to minors.
Food	The timing of the service of food relative to that of alcoholic beverages is important, as food intake is one of the factors affecting tolerance to alcohol.	<ul style="list-style-type: none"> • Ideally, the service of alcohol at the event should be accompanied by a two/three course meal, served near the start of the event. This may not always be possible or practical, so ensure some food is made available prior to the service of alcohol. • Avoid serving only salty food (e.g. chips, nuts etc.) that may encourage further consumption of alcohol.
Supervision/security	Considerations should include the number of attendees, the venue for the event and its capacity, asset protection etc.	<p>Depending on the scale of the event:</p> <ul style="list-style-type: none"> • Make arrangements with Security Services to have a dedicated security presence at the event. • Assign a person who will be the supervisor for the event, to observe patron behaviour and supervise attendees with respect to alcohol service. The person who agrees to be nominated for this role should not consume alcohol for the duration of the event.
Bar Staff & Service	<ul style="list-style-type: none"> • Ensure that alcohol is served in a responsible manner • Ensure that patrons who may already be intoxicated are not served more alcohol. 	<ul style="list-style-type: none"> • Avoid Bring-Your-Own (BYO) and self-serve arrangements. • Hold the event at a licensed premises (such as at UTS Union venues across campus) so there are dedicated bar staff, who are required by law to hold a Responsible Service of Alcohol [RSA] qualification, selling/serving beverages. • Hire an external commercial caterer with an appropriate license (from the NSW Office of Liquor, Gaming & Racing) to sell/serve alcohol.

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Bar Service	An open bar or bring your own (BYO) arrangement may encourage over-consumption of alcoholic beverages.	Assist patrons to limit their alcohol consumption by: <ul style="list-style-type: none"> • Not having a BYO arrangement or an open bar i.e. patrons must pay for liquor at the point of service (note: a cash handling risk assessment may also be required if the event is not held in an appropriately licensed venue). • Avoid scheduling of event in ways that encourage rapid or excessive consumption of alcohol. Where purchase of a ticket to an event entitles patrons to an alcoholic beverage/s, the event must be held at a licensed premises or alcohol must be served by a licensed commercial caterer.
Duration of event	Overly-long events may contribute to patrons having a large amount of time to consume quantities of alcohol likely to cause intoxication.	Where practical, aim to keep events under 4 hours' duration.
Mobility of event	Events where alcohol is served at multiple consecutive locations, or where an event starts in one place then people are encouraged to move to another location, may encourage over-consumption or rapid consumption of alcohol.	<ul style="list-style-type: none"> • It is preferable to organise the event so that it starts and finishes in the same location. • Pub crawl-type events, drinking games and competitions are unacceptable and must not occur.
Crowd mix	Two of the most important predictors in alcohol-related violence (both as victim and perpetrator) are being young and male.	Where possible, encourage a broad mix of attendees when stratified by gender and age.
Number of people	<ul style="list-style-type: none"> • Having at the event a large number of people who may be affected by alcohol may impede emergency evacuation; and if in a confined space and when combined with possible intoxication, may result in confrontations, harassment or other unacceptable behaviour. • Intoxicated persons should be removed from a clearly-defined alcohol service area. 	When choosing a venue, consider: <ul style="list-style-type: none"> • the likely number of people who will attend • clear boundaries of alcohol service areas.

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Minors (i.e. under the age of 18 years) present at event	Risks involve: <ul style="list-style-type: none"> the accidental service of alcoholic beverages to minors the consumption of alcohol by minors, and minors taking liquor away from the event venue for consumption. 	<ul style="list-style-type: none"> Considering holding the event at a licensed premises Allocate security officers or dedicated staff to supervise alcohol consumption and identify minors Consider a system of easily identifying those patrons eligible to consume alcohol e.g. tamper-proof wristband Check for proof of age where the person appears to be under 25 years of age Increase the ratio of staff/security acting in a supervisory role to patrons where minors may be present Consider steps to prevent minors from taking liquor away from the venue.

Acknowledgements

- Office of Liquor, Gaming & Racing. On-premises license checklist http://www.olgr.nsw.gov.au/liquor_audit_checklist.asp
- University of Wollongong. Guidelines on the Use and Management of Alcohol at University functions <http://www.uow.edu.au/about/policy/UOW016993.html>

Version control and change history

Date	Version	Approved by	Amendment
2 Sep. 2011	02092011	-	Initial draft
7 Nov. 2011	07112011	Susan Kirk	
14 Aug. 2012	14082012	Susan Kirk	First revision