



Alcohol Policy for Licensing Objectives

The Company is licensed to sell alcohol under the terms of the Alcohol Scotland Act (2010) and has a specific licence approved by West Lothian Licensing Board, with a designated person - a **Premises Licence Manager** - responsible for managing the premises for the sale of alcohol. The licence has specific issues regarding operation and these constitute the Club's Alcohol Licence Policy.

Five key areas have been identified and agreed with West Lothian Council Licensing which form the basis of them granting the Club an Alcohol Licence. They are:

Protecting and improving public health

- Patrons will be encouraged to consume alcohol in a responsible manner.
- Water fit for drinking will be available free of charge at all times.
- A choice of soft drinks will always be available at a reasonable price.
- A zero tolerance approach will be adopted at all times to the supply or use of any illegal substance or any other substance such as "legal highs" within or around the premises. Information regarding any such activity or potential activity will be passed to the police.

Preventing public nuisance

- The premises will be cleared and litter secured without causing any disturbance. Bins and bottles will be cleared to any outside area at an appropriate time and not at the conclusion of core hours.
- Any disputes of a verbal or physical nature inside or immediately outside the premises will be reported to the police where necessary.
- Any music or entertainment noise will be monitored in an effort to achieve inaudibility at neighbouring properties.
- All reasonable measures will be taken to lessen the chance of any noise disturbance in the area around the premises.

Protecting children from harm

- Any persons under the age of 18 will only be permitted access to the premises or licensed areas under the terms of the Alcohol Licence Operating Plan or any Occasional Licence. If access is permitted they will be required to be accompanied by an appropriate adult in accordance with the terms of the Operating Plan or any Occasional Licence.
- Acceptable proof of age will be required when any person attempting to buy alcohol appears to be under 25 years – the Challenge 25 policy will be strictly enforced with acceptable photographic identification being required. Staff will make every effort to

identify alcohol being bought for other persons with the same level of identification being sought for the recipients of the alcohol. All staff will be trained accordingly.

The police will be informed if any person who is suspected of being under 18 years of age attempts to gain entry to the premises or licensed area when they appear to have consumed alcohol.

- Where it is felt appropriate and necessary, adequate stewarding will be put into place to try and ensure adherence with all of the above policies.
- Clear and appropriate signage will be used to indicate the presence of the above policies to any person entering or within the premises.

Securing public safety

- Public and employee safety is a priority for the management of the premises – health and safety policies will be reviewed regularly with appropriate risk assessments being put into place where appropriate.
- All staff will ensure that suitable arrangements are in place for safe entry and exit from the premises.
- Full inspections of exit routes, signage, fire alarms, location of fire extinguishers and emergency lighting will be carried out on a regular basis.
- Fire and health and safety risk assessments will be in place and reviewed on a regular basis.
- Any advice or guidance from any appropriate authority, such as the Fire Service, Police, Environmental Health Officers or other Council officials will be accepted and acted on whenever necessary.

Preventing crime and disorder

- The premises have a zero tolerance policy with regard to the use or supply of banned substances as well as substances collectively known as “legal highs”. Where there is any reasonable suspicion of substance misuse or supply the police will be informed.
- All staff will be made aware of any appropriate crime prevention measures, this will include specifically being trained regarding the Challenge 25 policy along with guidance on how to refuse service to anyone suspected of being under age, drunk or under the influence of drugs.
- Where there is reasonable suspicion that someone is under age they will be required to produce an acceptable form of identification as per the Challenge 25 policy before being served alcohol.
- When the management consider it necessary and appropriate stewarding will be put in place. Any stewards will be particularly briefed to assist with orderly dispersal from the premises.
- All instances of crime or disorder will be reported to the police and recorded in an incident book to be retained on the premises.

First Issued: September 2017

Last Reviewed: February 2019