Alcohol Management Plan

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| **Licensee name** | **Trading name** | **Licence number** |

* This plan is to be used as an operational **risk management** tool for dealing with alcohol related concerns and is regularly reviewed and updated.
* **This plan is to be followed by all staff and security while the premises is operating under an alcohol licence.** A copy will be maintained and be available to all staff at all times for reference.
* **This plan forms part of our Host Responsibility training.** All staff are aware of alcohol, resource and noise management requirements for the premises.
* It is our job to ensure the best result from any situation while maximising safety of staff and customers and maintaining amenity and good order.
* Every individual is a (potential) guest and must be treated so.

Things to consider

* **What aspects of intoxication/minors/customer behaviour etc. pose a risk? eg. excessive consumption; drink spiking; removal from premises, etc.**
* **What actions will be taken before, during and after an event to mitigate risk?**
* **How and where will you record an incident? Are there any other relevant documents e.g. a resource consent?**

# Intoxication

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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# Minors

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Customer behaviour**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Premises management**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Host Responsibility**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Staff training**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Noise management**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Operational structure**

AL1057- v | APR 2018

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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**Agencies and monitoring**

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| Identified risk | Risk level  (LOW, MEDIUM or HIGH) | Risk management actions | Persons responsible | Resources / recording / outcomes |
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