

## **Host responsibility - Police canteens and social functions**

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## Policy statement and principles

Host responsibility is an approach to the sale and supply of alcohol that places requirements on those selling and supplying alcohol (*'Selling and supplying' alcohol includes those occasions when alcohol is sold or supplied i.e. there need not be a commercial transaction (a sale) linked to the supply of alcohol relevant that is intended to be covered by this host responsibility policy*) to take actions to prevent or minimise alcohol-related harm. These actions will reduce alcohol consumption; ensure that food, low alcohol and non-alcoholic drinks are available; and that transport assistance advice is visible. Host responsibility also involves monitoring and taking action to keep unaccompanied minors from being on the premises, and avoiding customers becoming intoxicated on the premises, or being served alcohol or remaining on the premises if they become intoxicated.

Police canteens and bars are exempt from the [Sale and Supply of Alcohol Act 2012](#) but are required to operate in accordance with an approved Code of Practice. That Code of Practice is detailed in the Police Manual chapter Police Clubs and Canteens. That Code of Practice requires that Police canteens adopt and use this host responsibility policy whenever alcohol is available for sale or supply.

## What

Host responsibility involves:

- having available and promoting a reasonable range of substantial food
- providing and promoting non-alcoholic and low alcoholic (up to 2.5% ABV at 20°C) drinks (ABV: alcohol by volume)
- serving alcohol with care and responsibility
- not serving alcohol to intoxicated persons and minors
- displaying information on safe transport options.

Additional actions can be taken as part of a Police canteen's host responsibility policy, but the actions detailed in this Police Manual chapter are the minimum requirements and must be adopted and used by all Police canteens. Police canteens are encouraged to review their operation and operating environment and identify and implement additional actions as appropriate.

This host responsibility policy also applies to formal and informal social functions organised or run by Police at which alcohol is available for sale or supply. Examples of these types of events include significant incident or event 'debriefs', staff Xmas parties and other celebrations, whether held on Police premises or otherwise.

The key points for staff to note are:

- The purpose of a host responsibility policy.
- The requirements specified in host responsibility policy.
- What are the minimum host responsibility actions are, and when they apply.

## Why

It is important that police canteens mirror the requirement of on-licences in general regarding host responsibility. This relates to the requirements to have substantial food available at all times alcohol is sold, to have low and alcohol-free options, and safe transport options promoted. Guests in a police canteen should notice no difference between a normal on-licence and a canteen.

## How

This chapter outlines NZ Police host responsibilities for:

- Police canteen management committees, bar managers and alcohol servers
- Police employees engaged in organising or running Police social functions or other events at which alcohol is available for sale or supply
- Police employees present in Police canteens and at Police-run or organised social functions or events.

# Overview

## Introduction

Host responsibility is an approach to the management of the sale and supply of alcohol that is promoted:

- the Health Promotion Agency (HPA)
- the Hospitality New Zealand (HNZ)
- New Zealand Police
- Local Government New Zealand.

Host responsibility is intended to help licensees, duty managers and alcohol servers from licensed premises to reduce or prevent intoxication and alcohol-related harm. While authorised Police canteens are not covered of the Sale and Supply of Alcohol Act 2012, this host responsibility chapter closely mirrors the requirements placed on licensees, duty managers and alcohol servers.

The management committees of Police canteens having alcohol available for sale and supply must have and always operate a host responsibility policy meets the minimum requirements detailed in this Police Manual chapter.

This host responsibility policy also applies to events organised or run by Police at which alcohol is available for sale or supply. Examples of these types of events include significant incident or event 'debriefs', staff Xmas parties and other celebrations, whether held on Police premises or otherwise.

A comprehensive host responsibility guide can be found on the Health Promotion Agency/Te Hiringa Hauora [website](#). They also list a range of useful actions that support host responsibility on their '[Tips for hosts](#)' page. This Police Manual chapter should be read in conjunction with those two web pages.

**Note:** In this chapter, 'alcohol servers' and 'staff' includes anyone selling and supplying alcohol in a Police canteen whether or not they are a Police employee.

## Police canteens

Police canteens are any spaces provided on Police premises and authorised by the Commissioner for the sale or supply of alcohol. The establishment of a Police Canteen is delegated to District Commander, the Executive Director: People Operations and the Director: [RNZPC](#), as detailed in the Police Manual Police Clubs and Canteens.

These spaces are Police canteens only when alcohol is available for sale or supply during authorised hours of operation, and for 15 minutes after the sale or supply of alcohol ceases.

## Police Manual: Police clubs and canteens

Refer to chapter of the Police Manual '[Police clubs and canteens](#)' for the general rules of Police canteens including the sale and supply of alcohol, persons eligible to use a Police canteen, hours of trade and days a Police canteen can be open.

## Social functions

The principles of host responsibility in this chapter must be applied as far as is reasonable and practicable to any social function hosted by Police at any venue where alcohol is being sold or supplied. That meeting the obligations of this host responsibility policy may pose an additional cost on event organisers (e.g. having available or supplying food) does not make them unreasonable or impracticable.

## Police host responsibilities

### Exemption from Sale and Supply of Alcohol Act 2012

Section 10(1)(c) of the Sale and Supply of Alcohol Act 2012 states that the Act does not apply to authorised Police canteens, and they are therefore not licensed premises as defined by that Act. However, section 10(2) of the Act requires the Commissioner of Police to implement a Code of Practice for the management of Police Canteens that follows the requirements for the sale and supply of alcohol for licensed premises holding a club license. That code of practice is detailed in the Police Manual chapter Police Clubs and Canteens. That Police Manual chapter requires that Police canteens adopt and use the host responsibility policy as detailed in this Police Manual chapter.

### Importance of Police mirroring host responsibilities in licensed premises

Regardless of the legislative requirements to have a code of practice and host responsibility policy, Police's key role in the monitoring licensed premises (including their compliance with the host responsibility requirements) requires that the management of the sale and supply in Police canteens must be beyond reproach. As an enforcement agency of licenses and duty manager compliance with the Act, it is important that Police staff and Police canteen employees demonstrate integrity and behaviours of responsible, honest and ethical behaviour.

Integrity must be demonstrated by Police canteens mirroring the concepts of host responsibility required of licensed premises despite being exempt from the [SASA](#) requirements. This also applies to social functions organised or run by Police at which alcohol is available for sale or supply.

It is recommended that all Police canteen management committee members and others that serve alcohol undertake the HPA's 'ServeWise' e-learning course. This course provides guidance on well researched practices on safe management and alcohol service.

### Purpose of host responsibility

Host responsibility is about providing a safe and healthy drinking environment for staff (whether paid or unpaid) and customers. Host responsibility acknowledges the alcohol servers play a key role in preventing intoxication and creating an environment where intoxication seems out of place. It also makes good sense and demonstrates that we care about our customers, who are typically fellow Police employees.

Applying host responsibility in Police canteens and at other social functions organised or run by Police will reduce alcohol-related harm and incidents of misconduct involving Police employees and their guests.

### Ensuring Police are responsible hosts

To ensure Police are responsible hosts, Police canteens management committees must:

- prepare and operate a host responsibility policy that meets the minimum standards outlined in this Police Manual chapter
- have their host responsibility policy available in the canteen for patrons to view
- prevent intoxication
- not serve alcohol to intoxicated persons
- not allow minors unaccompanied by their parent or legal guardian to remain in the Police canteen
- not serve alcohol to minors
- provide and actively promote low alcohol and non-alcoholic drinks
- provide and actively promote a reasonable range of substantial food
- serve alcohol responsibly
- have visible information on safe transport options
- comply with the [national guidance on alcohol promotions for on-licences](#)
- display the Commissioner's "Expectation of Patrons" notice at the principal entrance to the canteen.

### Preventing intoxication

The primary way that Police canteen managers can prevent intoxication is by controlling the amount of alcohol supplied to guests. This includes the amount of alcohol supplied in each transaction, the vessels that alcohol is supplied in, the frequency of service, and

monitoring and reacting to how alcohol is being consumed in the canteen.

Intoxicated means that a guest is observably affected by alcohol, other drugs, or other substances (or a combination of two or all of these things) to such a degree that two or more of the following are evident:

- a. Appearance is affected
- b. Behaviour is impaired
- c. Co-ordination is impaired
- d. Speech is impaired

Even if a guest is intoxicated other than on alcohol, they may not be served alcohol; it is that they are intoxicated that matters, not what they are intoxicated on.

## **Not serve alcohol to intoxicated persons**

Even if alcohol sale and supply is managed appropriately, sometimes guests may become or arrive intoxicated.

## **Safe transport options**

Police canteens must prominently display and promote a contact list for safe transport options and ensure this information remains current. Included on this signage must be a current Road Policing message advising Police employees and guests not to drink and drive.

## **Substantial food**

Peanuts and potato crisps are not substantial food. The Alcohol Regulatory and Licensing Authority (ARLA) requires at least three substantial types of food to be available and actively promoted (e.g. toasted sandwiches, potato wedges, pizzas and savouries/pies would be acceptable). Menus should be displayed at all times. Food should be available in a reasonable time, which is deemed to be within 20 minutes.

As a minimum requirement Police canteens should operate a refrigerator/freezer for hygienic storage of food and a microwave and/or oven for cooking food.

## **Preventing intoxication, minors purchasing alcohol and inappropriate behaviour**

Host responsibility acknowledges the alcohol server's key role in preventing intoxication and creating an environment where intoxication seems out of place. However, **all** Police employees present in a Police canteen or at Police organised or run social function are responsible for:

- preventing intoxication
- supporting the concepts of host responsibility
- immediately notifying the Police canteen manager or person for the time being in charge of:
  - intoxicated persons
  - minors being served alcohol
  - inappropriate behaviour.

**Note:** Any unacceptable practice or incident stemming from alcohol consumption in a Police canteen or at a Police social function has the potential to bring discredit on Police. It is essential that the highest standards are maintained.

## **Intoxication**

Refer to the '[Host responsibility and dealing with intoxicated persons](#)' Police Manual chapter for information about:

- identifying intoxication indicators
- making intoxication assessment
- dealing with intoxicated persons.

## **Alcohol promotions in canteens**

Police canteens must comply with the [national guidance on alcohol promotions for on-licences](#), developed by ALAC in consultation with Police and other agencies for licensed premises.

## Host responsibility policies

### Site specific host responsibility policies are required

Every Police canteen must have an [approved](#) host responsibility policy written specifically for its premises and covering:

- provision, display and active promotion of:
  - at least three substantial types of food at any time that the premises is open
  - non-alcoholic refreshments
  - low alcohol drinks
- serving responsibly or not at all
- promotions that comply with section [237\(1\)](#) Sale and Supply of Alcohol Act 2012
- signage
- transport options
- training
- staff support and monitoring.

Refer to the '[Checklist for preparing a host responsibility policy for Police canteens](#)' for guidance on the types of things to consider in relation to each of the points above.

### Approval of host responsibility policies

Host responsibility policies must be reviewed by the Alcohol Manager (PREV) at [PNHQ](#) and signed off by the relevant District/Area Commander.

### Display

A host responsibility policy must be clearly visible to staff and patrons. Staff must be aware of the policy, trained and receive obvious support from the bar manager and committee.

### Responsibilities of staff working in canteens

All staff working in Police canteens must:

- know and understand the host responsibility policy and if working as servers, sign a copy to show they have read and agree to the policy
- support each other's decisions to intervene or cut off service, thereby providing consistency around practice in the canteen.

A well run premises requires 'active management' at all times.

Intervention is expected - staff must be able to recognise the indicators of intoxication and training should be provided around this. See '[Intoxication Assessment Tool](#)'.



# Checklist for preparing a host responsibility policy for Police canteens

## Providing a safe environment and responsible service of alcohol

- A host responsibility policy must be written specifically for each premises and should be consulted amongst the staff working there.
- It must be clearly visible to staff and patrons - maximum two pages.
- Staff should be aware of the policy, trained and receive obvious support from the bar manager and committee.

## Provision, display and active promotion of at least three substantial types of food at any time that the premises is open

- Food such as pizzas, wedges, toasted sandwiches and pies/savouries can be kept frozen for longevity and produced in a short period of time. Peanuts and crisps do not constitute substantial food.
- Providing substantial and appetising food to some patrons will probably entice others into ordering. It is a good intervention tool that can be used to moderate peoples drinking.
- Menus should be displayed at all times.

## Provision, display and active promotion of non-alcoholic refreshments

- Drinking water must be freely available.
- Non-alcoholic drinks should be visible from the bar at any time.
- Consider free hot drinks for drivers as well.

## Low alcohol drinks - promoted and displayed

- Low alcohol beers must be available on tap or displayed.

## Serve responsibly or not at all

- Promotions must comply with legislation.
- Promotions should include non-alcoholic options and the provision of food.
- Happy hours past 10 pm and for longer than two hours encourage excessive consumption and breach the [HNZ](#), Police and [HPA](#) National Guidelines around alcohol promotions.

## Signage

- Clear signage around the size of drinks - standard or doubles/minors/intoxication/food/safe transport options.
- [HPA](#) provide signage free of charge - go to [www.HPA.org.nz](http://www.HPA.org.nz) to order signage.

## Transport options

- Ensuring patrons are able to get home safely.
- Police canteens are for 'our' people. Staff have a responsibility to ensure that they get home safely. Organise a ride, call a taxi and take car keys off people you believe are unfit to drive.
- Intoxicated people do not make good decisions - sober responsible people are in a better position to make that call.
- Prominently display and promote a contact list for safe transport options and ensure this information remains current. Include a current Road Policing message where Police employees and guests are advised not to drink and drive.

## Training

- For practical tools for staff around the [SASA](#) and intervention tools see the '[Intoxication Prevention Tool](#)' available in A3 size from [www.HPA.org.nz](http://www.HPA.org.nz).
- Ensure that there is training for all staff working behind the bar on intoxication and appropriate intervention techniques, such as providing food and non-alcoholic drinks, slowing or cutting off service.
- Staff must understand the law and consequences around allowing intoxicated persons and prohibited persons to remain or be served in Police Canteens.

## Staff support and monitoring

- Ensure all staff working on the premises know and understand the host responsibility policy and receive support in their

decisions around interventions and cutting off service.

- Every member of staff must support another staff member's decision to intervene providing consistency around practice in the canteen.
- A copy of the host responsibility policy must be displayed at the bar and should be signed as read and agreed to by staff working as servers.
- A well-run canteen requires 'active management' at all times.
- Customer consumption should be managed at all times.
- There should be adequate staff numbers and good communication between staff and patrons regarding interventions.
- Intervention is expected - staff must be able to recognise the indicators of intoxication and training should be provided around this.

## **Alcohol specialists in Police**

- Alcohol Harm Prevention Officers are the Police specialists in Alcohol licensing and related training and can provide guidance to the authors of a host responsibility policy.
- At PNHQ the Alcohol Manager and National Alcohol Harm Reduction Co-ordinator can also be called upon for advice and guidance.

# Notice of expectations of patrons

Download the **Notice of expectations of patrons**

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 <a href="#">Notice_of_expectations_of_patrons.doc</a>	30.5 KB
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