

DEVON FEDERATION OF YOUNG FARMERS CLUBS

Policy and Guidance for events where alcohol is available

Purpose

This policy has been produced to ensure a consistent and safe approach to running Young Farmers events where alcohol is being consumed. The age of a person attending such an event is not the only factor we need to take into account in reducing risk and running a successful event.

Training for members

At the annual Club and Group officer training we include sessions on how to run events safely, as well as giving out information around alcohol awareness. We have a positive relationship with local trainers who on request deliver session to clubs and groups. Many clubs do take advantage of this service. Free alcohol awareness information and resources are available from the County Office for clubs, members and leaders, as well as a wealth of information on line.

Before the event

- Prior to an event a risk assessment must be carried out on the premises and on the activities that are being provided; including the selling of alcohol, food being sold, fire procedures, safe numbers, trip hazards etc. If all the risks can be controlled or sufficiently reduce the event can be held
- If you are selling alcohol and the premise does not have a licence you will need to apply for one. (Temporary Events Notice). It is always better to work with your local Licencing Officer to ensure they are happy with how your event is to be managed.
- Hired in security must be licensed (e.g. all hired staff will need to be carrying and displaying their SIA license card).
- There needs to be one security staff to every 75 people depending on the risk assessment. (A minimum of 4).
- Appropriate WC and handwashing facilities should be provided for the event.
- Any advertising should state YFC reserve the right to refuse admission.
- If you are expecting large numbers (over 200) it is advisable to inform your local Police station or beat manager.
- The event senior steward should walk round the site with the security team leader and others if necessary before the event starts (on the evening).
- Procedures for first aid and safe area will be discussed and agreed before the event starts.

During the event

- The Security staff will be responsible for checking the ID of all those entering the event. Identification for over 18's will need to be a photo driving license or other official form of photo ID such as, Passport or photo ID with pass hologram (if security are unsure of age a YFC membership card is not proof enough).
- The licence holder, senior stewards and security staff are entitled to refuse to admit anyone who is drunk and can request the person leaves the premises.
- The bar staff whether paid or unpaid must not serve anyone who is drunk. Section 141 Licensing Act 2003: makes it an offence to sell or attempt to sell alcohol to a person who is drunk, or to allow alcohol to be sold to such a person, on relevant premises.
- A person commits an offence if they knowingly allow disorderly conduct and antisocial behaviour at a licenced event. This applies to all staff whether paid or unpaid.
- At most events searches will be carried out by security staff at the point of entry alcohol, drugs and other inappropriate items will be confiscated and appropriately disposed of. If a person is found with illegal substances they will be refused entry and the police may also be called.
- All non-members must be 18 or over, non-members need to be signed in by a current adult member. If no one is prepared to sign a non-member in they can be refused entry.
- Over 18's and under 18's will be identified by different coloured wristbands.
- Any person found to be buying alcohol for a minor will also be asked to leave.

- Any person considered to be a hazard due to the amount of alcohol they have consumed will be refused further alcohol and may also be asked to leave the event.
- If a person is asked to leave the event due to being excessively intoxicated the event organisers has to consider their duty of care to that person, as persons in an intoxicated state are at greater risk of harm. Robust procedures need to be in place for the care of individuals and adequate arrangements made for their removal from the venue.
- This could include informing friends so they can take care of them, ensuring they are kept warm until they can be transported home etc.
- The security will take responsibility of clearing people from the building and grounds at the end of the event or during an emergency evacuation.
- In the event of an incident a report needs to be filled out by YFC stewards and the security staff will follow their own policy. A copy of this report needs to be given to the County Organiser. In more serious circumstances they may well be given straight to the Police or other relevant agencies.

Members aged 16 and 17 attending the event must be 16 or 17 on the day of the event.

- Under 18 members attending such an event must be accompanied by a responsible adult (aged 21 or over and a current member or leader). The same adult can only be responsible for 2 members at the same time. Each under 18 members needs to be with their responsible adult when they enter the venue. The adult needs to be in a fit state to supervise the members they are responsible for, for the duration of the event.
- YFC stewards will carry out random spot checks with a breathalyser at the point of entrance for 16 and 17 year old members. Those found with excessive levels of alcohol will be denied entrance and their responsible adult will ensure they are safe. If the minor does not have a responsible adult they will be offered support till they are collected by family or friend.
- Over 18's and under 18's will be identified by different coloured wristbands.
- If an under 18 is seen with alcohol they will have this removed and given a final warning. If the same person is caught with alcohol on a second occasion at the same event they will be ejected from the event with their responsible adult.
- If an under 18 is drunk they will again be ejected from the event with their responsible adult. If the venue has a safe space both can wait inside till transported home is arranged.
- If the under 18 is asked to leave the event their responsible adult must accompany them and ensure they are safe. If the responsible person can't be found they are not to be ejected without another person being responsible for them. Parent or carers should also be informed if an under 18 is asked to leave and the responsible adult is not with them.
- In the event of an under 18 year old being left unsupervised by their responsible adult, then an alternative and appropriate person must be appointed and agreed on to take responsibility for them.

If at any time during the event it is felt that outside assistance is required such as Police or Ambulance, please ensure the YFC and security teams are kept informed.

Term 'adult' = responsible adult aged 21& over who is a member, leader or advisory.

If a member of any age is refused entry or is asked during an event to leave due to their behaviour or actions the persons membership maybe reviewed. In cases that are deemed serious by DFYFC the person / persons may be banned for a period of time or even permanently. DFYFC will also share information with the police were a crime or possible crime has been committed.