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| **ALCOHOL MANAGEMENT PLAN** | | | |
| Licensee name | Trading name | | Licence number |
| * This plan is used an operational risk management tool for dealing with the alcohol related concerns and is regularly reviewed and updated. * This management plan is to be followed by all staff and security while the premises is operating under the alcohol licence. A copy will be maintained behind all bar areas and accessible to all staff at all times for reference. * This plan forms part of our Host Responsibility Training for the premises. All staff are aware of Alcohol Management, Resource Management and Noise Management requirements for the premises. * Every person in these situations is a (potential) guest and must be treated so. * It is our job to ensure the best result from any situation while maximising safety of staff and patrons and maintaining amenity and good order. | | | |
| Below is a list of relevant polices and documents relating to this premises operation under the alcohol licence - all staff should be familiar with these policies and documents as they apply to the conditions of the alcohol licence, this Alcohol Management Plan and their staff roles and responsibilities. | | | |
| Premises | | Precinct / City wide | |
| * Alcohol Licence and any related undertakings * Host Responsibility Policy (HRP) * Operational Noise Management Plan (ONMP) * Staff Training Policy/documents * Staff shift rules and signed agreement forms * Incident and reporting logs * Plan of premises licensed areas * Resource Consent - Conditions (RMA) * Council Footpath Lease - conditions * Security provider's agreement * Duty manager checklist | | * Precinct Alcohol Accord * Local Alcohol Policy (LAP) – NB: no current Christchurch LAP in place | |

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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Intoxication |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Minors |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Patron behaviour |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Venue management |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Host responsibility |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Staff training |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Noise management |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Operational structure |  |  |  |  |  |
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| Subject | Risk | Risk level | Risk management actions  Pre / during / post | Persons responsible | Resources / recording / outcomes |
| Agencies and monitoring | Breakdown in relationship with the agencies |  |  |  |  |
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