

# HOST RESPONSIBILITY FOR SCHOOLS – A QUICK REFERENCE GUIDE

## Introduction

The Hawke's Bay DHB feels very strongly that alcohol should not be on school grounds when children are present. It is widely understood that schools act as role-models for children, families and communities. Allowing alcohol to be sold or promoted in a setting where minors are present further normalises alcohol use in every day settings.

**Please note that the District Health Board's Medical Officer of Health is likely to oppose a school alcohol licence application if children are likely to be present at the event for which the licence is being applied for.**

The Sale and Supply of Alcohol Act (2012) aims to improve New Zealand's drinking culture and reduce the harm caused by excessive drinking. Specifically, the object of the Act is:

- That the sale, supply, and consumption of alcohol should be undertaken safely and responsibly
- That the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

This guide aims to help educational facilities, including schools and early childhood centres, plan events where it is agreed that alcohol will be made available. It includes tips, a checklist, and contact details for the safe use of alcohol at your school event.<sup>[1]</sup>

If you decide to provide alcohol at your event(s), we can work with you to identify what's needed to make your event safe and enjoyable. We can put you on track with your planning and help you access resources.

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## School alcohol policy

We recommend that all schools have an alcohol policy. Having a school alcohol policy means everyone is clear about if and when alcohol will be made available on your premises or at school events.

For further information on developing a school alcohol policy, check out our guide: *Developing a School Alcohol Policy*.

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## Host responsibility

Host responsibility is based on six concepts. **A responsible host:**

- 1) **Prevents intoxication**
- 2) **Does not serve alcohol to minors**
- 3) **Provides and actively promotes free drinking water, low alcohol and non-alcoholic drinks**
- 4) **Provides and actively promotes substantial food**
- 5) **Serves alcohol responsibly**
- 6) **Arranges safe transport options.**

For further information visit: [www.alcohol.org.nz/legislation-policy/host-responsibility](http://www.alcohol.org.nz/legislation-policy/host-responsibility)

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## Alcohol and host responsibility

**The management of alcohol consumption is an important component of event management that must be planned well in advance.**

Key issues to consider include:

- \* The way alcohol is served or made available at your event
- \* The physical environment in which alcohol is consumed
- \* The ways in which the relevant regulatory frameworks are monitored and enforced.

## Intoxication and transport

Host responsibility means managing and monitoring patron consumption of alcohol – not waiting until intoxication becomes evident before doing anything.

Your alcohol management procedures should aim to both manage intoxication and assist any intoxicated patrons to slow their consumption and/or consider food and non alcoholic options.

It is wise to provide a safe place for intoxicated people to sober up and consider ways to get them home. It is your responsibility to set this space up so it is adequately monitored.

## Food and water

Patrons should have easy access to quality food and water before and during your event. Ensuring there is enough food conveniently available, and promoting it, are standard licence conditions.

Food outlets should be either close to alcohol outlets or integrated with them – and free water should be provided (and well publicised) at convenient, queue-free places within the venue.

If food is to be provided, check with your local council about applying for a food permit. Ensure all food is prepared and handled in accordance with Council requirements.

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## Your responsibilities

Your responsibilities in providing alcohol are clearly outlined in the Sale and Supply of Alcohol Act (2012)

**Listed in the Act are the responsibilities of licence holders around preventing intoxication and disorderly conduct on the premises for which their licence applies (refer Part 2, Sections 248-253, pp146–148). To allow either is an offence under the Act.**

**The Act also requires licence holders, among other things, to provide free water for people to drink, which is easily accessible. The requirements around this are clearly spelt out in the Act (refer Part 1, Section 5 Interpretation: 'freely available to customers', p23).**

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### ✓ CHECKLIST

**If you decide to provide alcohol at your event**, these are the things you will need to consider in your planning:

- Find out from your local Council (see Contacts) if you need a liquor licence
  - Providing free and easily accessible water – if your event is in a rural area you will need to work with us to check that your water supply is safe
  - Providing and promoting low alcohol and non-alcoholic beverages
  - Providing and promoting substantial food options and having these readily available<sup>[2]</sup>
  - How alcohol will be served, and by whom
  - Controlling the number of alcohol serves per person
  - Security may be needed for the event, especially for preventing the entry of intoxicated people
  - Strategies for dealing with intoxicated people, including a safe place to sober up while transport home is arranged
  - Ensuring you don't provide alcohol to anyone under 18 without the express consent of their parent or legal guardian<sup>[3]</sup> (unless their parent or legal guardian is also present)
  - The availability of safe transport options to and from the event
  - If there will be over 400 people at the event you will be required to provide an Alcohol Management Plan when you apply for your licence.<sup>[4]</sup>
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## Contacts

**We are here to help. Feel free to contact us with any questions about your event.**

### **Hawke's Bay District Health Board**

Population Health: ph 06 834 1815, [liquorlicensing@hbdhb.govt.nz](mailto:liquorlicensing@hbdhb.govt.nz)

### **District Licensing Inspectors**

Napier City Council: ph 06 834 4154, [info@napier.govt.nz](mailto:info@napier.govt.nz)

Hastings District Council: ph 06 871 5000, [council@hdc.govt.nz](mailto:council@hdc.govt.nz)

Wairoa District Council: ph 06 838 7309, [administrator@wairoadc.govt.nz](mailto:administrator@wairoadc.govt.nz)

Central Hawke's Bay District Council: ph 06 857 8060, [info@chbdc.govt.nz](mailto:info@chbdc.govt.nz)

### **Police**

Eastern District Headquarters: ph 06 831 0700, [HB.liquorlicensing@police.govt.nz](mailto:HB.liquorlicensing@police.govt.nz)

## See our other guides

*School Alcohol Policy – Supporting Schools.* December 2014. Population Health, Hawke's Bay District Health Board.

*Sample Host Responsibility Policy – Schools.* December 2014. Population Health, Hawke's Bay District Health Board.

*Preparing a Host Responsibility Implementation Plan: A quick reference guide.* April 2014. Population Health, Hawke's Bay District Health Board.

*Host Responsibility and Alcohol: A guide to being a responsible host.* April 2014. Population Health, Hawke's Bay District Health Board.

*Host Responsibility Resources: Order form.* April 2014. Population Health, Hawke's Bay District Health Board.

*Supporting Safe Alcohol Use at Small Events: A quick reference guide.* April 2014. Population Health, Hawke's Bay District Health Board.

*Supporting Safe Alcohol Use at Large Events: A quick reference guide.* Population Health, Hawke's Bay District Health Board.

**These and more information can be found at:**

[http://www.hawkesbay.health.nz/page/pageid/2145883919/Licensing\\_and\\_Host\\_Responsibility](http://www.hawkesbay.health.nz/page/pageid/2145883919/Licensing_and_Host_Responsibility)

### NOTES:

[1] If your event is for 400 people or more, go to the HBDHB website to download a 'Supporting Safe Alcohol Use at Large Events' guide.

[2] Make sure any food is prepared and handled safely.

[3] A person supplying alcohol to anyone under 18 must do so in a 'responsible' manner (ie, under supervision, with food, with a choice of low alcohol and non-alcoholic drinks, with safe transport options in place). A person is only considered a minor's legal guardian if he/she is recognised as a guardian under the Care of Children Act 2004. 'Express consent' means a personal conversation, an email, or a text message that you have good reason to believe is genuine.