

RISK ASSESSMENT - Alcohol Licence

Date of Risk Assessment	January 2023
Review Date	Yearly unless changes occur-review immediately
Assessment Completed By	BVH Committee

What are the hazards	Hazard level	Who might be harmed and potential consequences	What controls are in place	What further action is necessary	Action by who and by when	Date completed	Final hazard level
Hirer's not having the legal consent to sell alcohol during their hire time at the hall	Low	<ul style="list-style-type: none"> • Volunteers • Hirers • contractors 	<ul style="list-style-type: none"> • Within the hire agreement it is stated that all hirers wishing to have alcohol on sale during their hire must obtain consent with Stafford Borough Council and an on-line TEN (Temporary Licence) be applied for prior to any function. This does not apply to Bring Your Own drink as no money would 				

			<p>change hands and be prohibited under licensing legislation.</p> <ul style="list-style-type: none">• Booking secretary to inform potential hirers of their options and how to obtain a TEN should that be the option and have site of SBC response to the application• A professional licensed bar must be used for the event who may or may not assist in obtaining the TEN• Barlaston Village Hall must pay Stafford Borough Council on an annual basis for the administration of this action				
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