Festive season briefing for pubs and licensees:
A guide to ensuring a safe and enjoyable Christmas
Festive season briefing for pubs and licensees

The festive season and New Year are a popular time for pubs which are often at the heart of the Christmas celebrations. Whether a family dinner or occasion, a night out with friends or an opportunity to celebrate the year’s successes with colleagues, the pub is at the heart of the action! And no wonder, with the range and diversity of British beer and drinks and the promise of quality food the pub really does offer something for everyone.

So, before the celebrations really kick off, the BBPA has produced the following guide for Licensees to help make sure the party goes with a swing and that everyone can have a happy, safe and successful Christmas and New Year. The guide features advice on organisation of special events, tips for making sure that everyone has an enjoyable and memorable night out and that the pub and licensees have everything needed to provide a safe environment and a great time for all.

Festive Temporary Event Notices – reminder of deadlines

Temporary Event Notices (TEN) allow pubs to make provision for small scale one off events, or situations where the Premises Licences does not meet the needs of a particular function on a particular night; for example, somebody may want a Christmas/New Year Event at a later time than is included on the Premises Licence, or it may be held in a marquee in a garden of a pub which is not covered under the Premises Licence. The maximum number of people who can enjoy the licensable activities is 499 including staff and any performers.

The events do not have to be special. If a notice is properly issued, and no counter notice is issued, a licensable activity becomes a permitted temporary activity under the TEN.

No further permission or authorisation is necessary. The Licensing Authority simply must acknowledge the notice by signing it and sending it back to the applicant, thereby giving authority for the event to go ahead.

The deadlines for festive TEN applications are listed below:

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Date of occasion</th>
<th>Deadline for submitting</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Standard TEN</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>25 Dec 2017</td>
<td>08 Dec 2017</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>26 Dec 2017</td>
<td>08 Dec 2017</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>31 Dec 2017</td>
<td>13 Dec 2017</td>
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For further information visit licensing experts Poppleston Allen here.
Responsibility

The Christmas season is a popular time for parties and celebrations and pubs offer the perfect venue for people to gather to celebrate the festive season with family, friends and colleagues. As well as ensuring an ample supply of great beer and food, there are plenty of options for licensees to cater for everyone help ensure that night is memorable for the right reasons!

It’s worth considering that not everyone will want to drink and in particular for those who are driving the pub can continue to cater for all. Licensees may wish to consider soft drink promotions for drivers and there is also a steadily growing range of low alcohol and alcohol-free alternatives available to tempt those who can’t or who don’t want to drink.

For those not reliant on cars or a designated driver at the end of the night or for whom an alternative option might be safer to consider. Licensees can help people to get home safely by advertising promotions that feature a partnership with local taxi firms or public transport options such as the partnership between Budweiser, Uber and THINK! which is offering £15 UBER ride on Christmas Eve.

Serving Drunks and Vulnerability

Licencees may like to know that the BBPA has also collaborated with National Pubwatch to produce an educational film that aims to raise awareness around the laws on serving drunk people and buying drinks for drunk friends.

The film supplements a wider BBPA campaign on serving drunks, which launched in partnership with National Pubwatch and Drinkaware on Global Beer Responsibility Day earlier this year. The campaign uses posters and a suite of info-graphics that have been deployed across BBPA and Drinkaware social media channels.

The educational film addresses two key aspects of the Licensing Act; it is illegal for licensed premises to serve drunk people, and it is illegal to purchase drinks for a friend who is drunk. The film is available here.

National Pubwatch has also developed a short film to highlight the Ask for Angela initiative in pubs. Ask for Angela is designed to offer support to vulnerable customers who may need help to get out of a bad situation. Originating from work undertaken by Hayley Child the Lincolnshire County Councils Sexual Violence and Abuse Strategy Coordinator, the initiative has proven very popular.

National Pubwatch feels that vulnerability awareness training is an important issue for the pub and hospitality sector and Pubwatch schemes can provide an important focus for initiatives designed to address this problem. The film is available on the National Pubwatch Youtube channel here.

Ideas for Preventing Slips, Trips and Falls Over Winter

One thing that we can all be sure of is the inevitability of winter and the various hazards that this entails. Slips, trips and falls are the most common workplace accident but icy or wet surfaces and poor lighting make for a hazardous combination! Licensees/pub owners have a duty of care, not just to their own staff but to anyone who accesses their site, meaning that now is the perfect time to ensure that appropriate measures to protect staff and customers alike are in place.

First thing’s first, check the lighting conditions around your pub. Is this sufficient to see and avoid hazards at ground level? If necessary, improving lighting doesn’t have to mean installing new ones...
and is more likely to be a case of replacing dead bulbs or even changing the type normally used. If lights are timed then check that these are set correctly. If new lights are needed make sure that these are fit for purpose and situated so as to evenly and clearly illuminate all walkways and paths.

Now that the lighting is sorted, make sure that all paths and walkways are clear of obstructions. During the autumn wet leaves and puddles can be treacherous. Piles of soggy leaves can become slippery as they decay and can also hide hazards such as uneven paving slabs or holes and uneven surfaces. Did you know that most slips occur at building entrances where people enter a site with wet shoes? Again, solutions are not always expensive and whilst installing an entrance canopy may be ideal, clearing immediate hazards and the use of absorbent mats will offer a greater degree of protection against slips.

Ultimately, perhaps the greatest seasonal challenge is from ice and snow. At this time of year such conditions are unpredictable but employers must have a system in place to assess and manage this risk and now is the time to make sure that this is ready.

Start by identifying those outdoor areas used by pedestrians most likely to be affected by ice, for example: - building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet. In terms of preventing hazards caused by the build-up of ice and snow, proactivity is key. Grit and salt will work on contact but are far more effective when ground into the surface. Monitor weather services for early signs of icy conditions or snow to allow time to prepare paths and walkways to prevent icy surfaces from forming. However, preventing build-up of ice may be difficult as winter progresses so regularly assess where paths and walkways are worst affected by such conditions and use cones or barriers to divert people to paths that are less icy.

Health and safety may at times seem like an endless task but it is vitally important to the wellbeing of staff and customers alike and in turn is a fundamental part of the duty of care that employers hold. So with autumn well and truly established and winter on the way, take some time and consider some of the steps above to make sure that everyone who accesses your brewery or pub can do so without incident...oh, and...stay safe out there!

**Safety and Stock Control**

Christmas and the festive season are inevitably a boost for both beer and food sales alike. Pubs are a popular option for Christmas celebrations and, right up to the big day itself and into the New Year, are likely to be crammed with thirsty, hungry customers.

All this means that demand for stock is high and foremost at the mind of any licensee is likely to be ensuring that beer taps and fridges don’t run dry! There are a few things that should be considered before the festivities really get going however and which will help ensure the health and happiness of all who visit the pub over Christmas and the New Year:

**Gas Safety**

Cask beer is a unique part of the British brewing industry but keg beer interest continues to grow and not least driven by the many new breweries emerging on the scene. Unlike cask beer however, keg beer requires some more specialist equipment to get it to the tap. First and foremost here is gas and there are important things to consider both in terms of safety and quality.
Beer is dispensed using either Carbon Dioxide (CO₂) or a mix of CO₂ and Nitrogen (N₂). No other gases, such as air or oxygen, should be used and licensees must always make sure that gas is supplied from a reputable supplier and is of the right type and grade for the beer being dispensed.

Licensees have a duty of care for anyone who visits or works on site. Cellars can be a hazardous area of the pub and especially if the cellar is below ground. Whilst it is important to manage this risk year around, storage of additional beer stock and related equipment in a cellar ready for the Christmas rush can all impact on the management of risk associated with accidental release of gas as a result of a failure in the gas system used for dispense.

BBPA has developed best practice on safe installation and maintenance of gas pressure systems [LINK] as well as how to assess the risk of a cellar being a confined space and the measures that can be put in place to manage this risk.

Whilst gas detection and monitoring is not a legal requirement, licensees may wish to consider this as an option, in particular if the cellar is classed as a confined space but additionally if the cellar is of a size where occasional requirements to over-stock to account for higher demand of keg and cask beer make cellular space cramped or more limited than usual.

Managing Safety

The BBPA’s ‘Managing Safety in Pubs’ is a guidance publication for licensees, with tips on helping customers and staff feel secure, comfortable and safe in all licensed premises in the run-up to Christmas.

The guidance sets out risk factors to be considered by licensees, and helps to identify preventative measures that can be taken where appropriate. The BBPA’s guidance also includes a risk assessment that can be used by licensees to identify the risk profile of their business, which should be used on an ongoing basis.

The guidance also covers the threat of terrorism - with pubs and other venues experiencing some of their busiest times in the run up to Christmas, the BBPA is reminding licensees to remain vigilant.

The BBPA’s guidance underlines the need to ensure that there are robust protective security measures available to address the threat of terrorism, whilst at the same time maintaining a friendly and welcoming atmosphere within the premises.

Stock Control

Everyone within the beer supply chain is keenly aware of the pressures of the festive period and not just in terms of stock and availability but in ensuring that there are enough kegs and casks to fill at the brewery. Prompt collection and safe return of empty kegs and casks is vital to ensuring the supply of beer to pubs. Empty containers should be stored safely, preferably inside, or well secured if left outside.

Licensees should always check and sign delivery notes and ID should always be requested if in any doubt over whether authorised staff are attempting to uplift empties. The principle supplier should always be the first contact if containers need uplifting however if licensees are having any problems in getting their empties collected, Kegwatch offer a free, safe repatriation service that is supported by the UK brewing industry. Kegwatch can be contacted on 0808 100 1945.
If purchasing additional stock and supplies over the Christmas period, new rules introduced this year mean that only wholesalers who have been approved by HMRC can sell alcohol. Ask your wholesaler to tell you their AWRS Unique Reference Number (URN); wholesalers will also show this number on their invoices.

HMRC has provided a service for retailers and trade buyers to check their wholesalers are approved. You can find it on GOV.UK from 1 April 2017 by searching for ‘Check for approved alcohol wholesalers or producers’.

**General Licensee Guidance**

The BBPA has a range of guidance for licensees and pub operators covering a range of topics and which can be found on our website [here](#).