

Alcohol at the University of Twente

14/02/2019

Cause

Annually, student associations organise a number of activities where (light) alcoholic drinks are served. Most of these activities take place in reception room. Every event in which (light) alcoholic drinks are served carries certain risks. The associations and the University of Twente want to take a number of measures to guarantee the safety of these activities. That's why this note was drawn up.

Reception room

Current situation

In several buildings on the UT there are reception rooms with a terrace for student associations:

- two rooms in the Horst;
 - Terrace: Jaknikker Field behind the Horst
- three rooms in the Zilverling;
 - Terrace: R&D square
- one room in Carré;
 - Terrace: Nano Hofje at Carré
- one room in Technohal;
 - Terrace: To be determined

In the appendix, you can find the map which indicates the reception room and terraces.

The associations use these spaces as a meeting place and to organise drinks and parties. The terraces can be used by all student associations. Drinks take place about daily, parties about once a month. The associations report their activities via the UT's activity report. During the activities, they also ensure that there are sufficient in-house emergency responders present. The associations have a lot of experience in organising activities. The knowledge is always transferred from the experienced members to the new members. As a result, the organisation follows a 'best practice' that has been refined over the years.

Catering licence

We have a Catering Industry licence and must adhere to the agreements set out in the administrative regulations.

Risks

Although the activities generally go well, the situation involves a number of risks:

- Insufficient distinction is now made between high-risk and low-risk activities, which means that in the case of high-risk activities the extra measures that are desirable are not always taken.

- We have an alcohol license. Within the reception room, the rules must be followed. It can be difficult to check whether all bar volunteers are aware of and comply with the rules in a practical sense.

This document has been drawn up to deal with these risks.

Alcohol guidelines

Instruction and responsibilities

With the activities, it is important to have a clear division of responsibility. That is why the relevant responsibilities are listed:

- In all cases, the student association is responsible for the activities in the reception area and must ensure that they take place in a safe and responsible manner. The student association is represented by the board members. The space can be made available for activities in which the association is not involved, these activities must then fall within the objective of the student association. If the space is rented or made available for activities in which the association is not involved, it is the responsibility of the association to ensure that users of the space know what conditions and rules (including with regard to security) they must comply with;
- Emergency response persons are present in accordance with the Campus & Facility Management guidelines, in order to ensure that in the event of an emergency first aid is provided or the correct measures are taken (eg evacuation);
- Tappers should keep an eye on whether the consumption of alcohol by visitors remains within the limits and whether there is any undesirable behaviour.

Associations that wish to serve alcohol are obliged to adhere to the agreements and guidelines in the administrative regulations and this note. In this way, we can clarify tasks and responsibilities during the different (types of) events. Agreements on, for example, appointing a head coordinator for a risk event ensure that all those responsible for the activity itself know what their role is and what is expected of them. A lead coordinator doesn't have to be a bar volunteer. This person will in any case act as a contact person with the security and is announced when registering for the event. In addition, the UT can show the municipality that the associations are aware of their responsibility for organising safe activities and that they are seriously committed to doing so. Twice a year, after the board changes, the directors' student association is informed about the agreements regarding reception room (see below in this memorandum). This is done during the monthly OS meetings.

In addition, it is important that the people behind the tap learn to recognise difficult customers and / or situations and how they can deal with this. The Responsible Alcohol Donation (IVA) course is intended for this. This is, in fact, part of the training for the social hygiene diploma. IVA is specially designed for volunteers in the hospitality industry at the sports hall and / or swimming pool, where light alcoholic drinks are served. It provides tools for how a good tapper behaves and what he/she watches. The instrument was developed by NOC * NSF to digitally obtain the certificate through their website.

The digital IVA is free of charge, but it is not satisfactory because it does not contain effective training and is too theoretical in nature. That is why the UT has chosen to have the BHV trainer at the UT (and trained IVA trainer) give practical IVA courses. The intention is that these training courses are offered at least twice a year. The training is organized in close consultation with the development cooperation.

High and low risk activities

Not all activities are of the same nature and therefore also have a different level of risk.

The risk of an activity is in fact determined by three factors:

- Number of participants/presence: with a large number of attendees, it is difficult for tappers to keep track of how much alcohol each attendee consumes. Often one person gets several drinks, which are divided into a group. In addition, a large group of people is more difficult to keep an eye on than a small group;
- Free provision of alcoholic beverages or free provision of alcoholic drinks to participants in a (paid) activity: the risk of excessive alcohol consumption is higher because the inhibiting factor of a limited financial budget does not play a role;
- The consumption of alcohol is stimulated by a competitive element. As a result, there is an increased risk of excessive consumption.

Annex 1 describes a number of measures to limit the risks in high-risk activities, such as the establishment of agreements, tasks and responsibilities and the training of tappers. In addition, the HR-health, safety and environment expert draws up a recommendation for each drinks room, which includes the maximum number of visitors for the drinks room in question (which will be referred to later in this document) and other safety recommendations. It is clear that if an activity meets one or more of the following characteristics, it is a high risk activity:

- An (expected) number of participants of 100 or more;
- Unlimited distribution of alcohol during (part of) the activity;
- The consumption of alcohol is stimulated by means of a competitive element.

Although these risk factors are a good indication for determining whether an activity has a high or low risk, there are always activities where it is difficult to determine which category they fall into. Activities may be wrongly referred to as risk activities, or risk activities are not recognised as such. That is why the OS will prepare two lists together with the events office: a black list with activities that always have a high risk and a white list for activities that always have a low risk. The lists are evaluated annually by the OS and the event office (and adjusted where necessary). If activities are organised that are not on one of the lists, these are categorised in consultation with the events office using the above guidelines. If the organisation hosting the activity is of the opinion that the categorisation is incorrect, this can be discussed with the OS board. The latter ultimately decides whether there is an exception or not.

Appointments for drinks areas UT

In concrete terms, this can be translated into the following agreements with the associations:

- The student association is responsible for the activities in the drinks area and must ensure that they take place in a safe and responsible manner. This also applies if the room is rented or made available for activities in which the association is not involved;
- Associations shall follow the guidelines set out in Appendix 1;
- The OS, together with the student associations and/or advisory committees and the safety expert of HR-VGM, draws up a black and white list with regard to risk events. The list will be discussed twice a year during the monthly OS ALV after the board changes.
- In the case of high-risk activities, the student association takes extra measures to ensure that the activity runs safely. This can be done in advance with the HR-VGM events office and safety expert; this can be done using the online application form.
- If it is unclear whether an activity has a high or low risk (e.g. in the case of a new type of activity), the association concerned shall contact the events office in advance;
- Drinks, parties and other activities in the drinks areas and/or terraces are registered via: <https://www.utwente.nl/campus/organisatie/bijeenkomst-melden/>
- To ensure that student associations are familiar with this guideline, this is briefly discussed twice a year (at the start of the academic year and in the event of a change of board) with the Student Association Consultation and student association boards. The monthly OS meetings offer a good time for this;

In addition, the UT arranges the following:

- Twice a year, in consultation with the OS, HR-VGM organises an IVA training course for tappers. The standard information is supplemented by exercises in dealing with difficult customers/situations.
- The UT has nominated employees as managers for the permit so that the UT can supervise compliance with the rules. These managers can be found on the permit and can be reached via the security of the buildings at the UT.
- Safety expert, events office and student associations made an inventory of the meeting rooms on 16 July 2013. On this basis, the safety expert gave advice on the maximum number of visitors per room:
 - Carré C5251 and C5247 room: 143 people (without separate furniture 215 people)
 - Zilverling E104: 80 people (without separate furniture 121 people)
 - Zilverling E108 room: 81 people (122 people without separate furniture)
 - Horst C009 room: 99 people (without separate furniture 149 people Horst C011: 113 people (without separate furniture 169 people)
 - **Room Technohal**

The safety expert's report is attached in Appendix 2.

Appendix 1

Guidelines for associations:

- For association activities, no alcohol is served before 3:30 pm. This rule does not apply to domestic or private matters (graduation drinks, receptions, etc.);
- During association activities in reception rooms, no alcoholic beverage may be consumed that you have brought along;
- The dispensing of alcoholic beverages by bar staff should not take place when the person dispensing the beverages is under the influence of alcohol.
- Associations do not serve mildly alcoholic beverages to people under the legal minimum age. Strong alcoholic beverages are not served by associations. In case of doubt, the tapper must ask for proof of identity.
- Definition of mild alcoholic drink: alcoholic beverage: alcoholic beverage from 0.5% to 15%, such as beer and wine, premix drinks in bottles or cans of around 5% and light shooters of around 10%. Port, sherry and vermouth are also included, although they often contain more than 15% alcohol.
- Definition of alcoholic beverage: alcoholic beverage of 15% or more, such as spirits shooters of around 20% and other spirits of 15% or more, such as gin, rum, whiskey, cognac, liqueurs, regardless of the way in which it is served. Note: A unit of spirits (e.g. rum) served with a bottle of cola or mixed in a glass is therefore considered a strong drink. The ratio of spirits to the added cola does not play a role in this.
- An association that provides alcoholic beverages is obliged to indicate the age limits visibly and legibly in the reception area.
- Prohibition of persons who have visibly drunk too much or who are clearly under the influence of other psychotropic substances
- A registration list of tappers who have followed the Responsible Alcohol Serving Instructions (IVA) must be present.
- Indirect distribution to young people is not permitted. In other words, no mild alcoholic beverage for the elderly, when beverage is intended for young people under the legal minimum age. The bar volunteer can only be held responsible if it is clear to him that the drink is ultimately intended for someone younger than the legal minimum age (in the case of mild alcoholic beverages).
- At times when alcohol is served, all tappers present must be in possession of a UT-approved IVA-certificate and registered as such;
- As soon as a tapper in training (co-tapper) is working and does not yet have a UT-tested IVA-certificate, he or she must have complied with a so-called IVA "click-course". The link to this course can be found on the website of the OS.
- For risk activities, one main coordinator is appointed who remains sober throughout the entire activity. This person is actively involved with the monitoring task and ensures the transfer of knowledge between any different tapping teams and emergency response teams. If necessary, it is the task of this lead coordinator to remove individuals who behave irresponsibly from an activity. The university's security can be called in for any help with this.
- The lead coordinator, tappers and emergency response team members present will remain sober during the activity;

- In the case of activities in reception areas where a large number of visitors is expected, the association concerned will provide an access policy so that the maximum number of visitors will not be exceeded.
- In principle, associations and organisations cannot apply for a catering licence at the University of Twente themselves. If they do wish to do so, they must contact the Facility Management Department in order to process any applications in consultation with them and through them.

Appendix 2

Maximum number of visitors per reception area

On 16 July 2013, the reception areas were visited to get an idea of the net m² surface area of the reception during drinks. This document specifies the maximum occupancy rate of the various reception areas.

Starting point

For the calculation of the number of persons that may be present in a room, the width of the exit is important and the net surface area is important. Per linear metre of output width, 90 people may be present. If the door turns in the opposite direction to the direction of escape, then the number is 25. In the case of separate furniture, 2 persons per m² is also the rule. If there is no separate furniture, 3 persons per m² may be assumed.

Findings:

Carré

<p>Area C5251 and C5247 Exit width is: 2.75 m Net surface area is 71.83 Separate furniture.</p> <p>71.83 x 2 = 143 people (If all the separate furniture has been removed, 71.83 x 3 = 215 people may be present).</p>
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EDU Café:

<p>Area E104: Exit width is: 4 m (sliding door) Net surface area is 40.44 m² Separate furniture.</p> <p>40.44 x 2 = 80 people (If all the separate furniture has been removed, 40.44 x 3 = 121 people may be present).</p>	<p>Area E108: Exit width is: 4 m (sliding door) Net surface area is 42,82 m² Separate furniture.</p> <p>42.82 x 2 = 85 people (If all the separate furniture has been removed, 42.82 x 3 = 128 people may be present).</p>
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Horst:

<p>Area C009 Exit width is: 2,40 m Net surface area is 49,9 m² Separate furniture.</p>	<p>Area C011 Exit width is: 2,40 m Net surface area is 56,51 m² Separate furniture.</p>
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49.9 x 2 = 99 people (If all the separate furniture has been removed, 49.9 x 3 = 149 people may be present).	56.51 x 2 = 113 people (If all the separate furniture has been removed, 56.51 x 3 = 169 people may be present).
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