

DPS-06

Staff Briefings and Attendance

Three briefings. Five minutes each.

Briefing 1 — Trading without a valid DPS is a criminal offence

- Every sale of alcohol here depends on a validly specified DPS holding a current personal licence.
- If that lapses and we keep trading, that is an unlimited fine and up to six months' imprisonment, not a paperwork slip.
- Ask: do you know who our DPS is, and would you know if that changed?

Briefing 2 — Know who's in charge when the DPS isn't here

- Someone named is always in charge, even on the DPS's night off.
- That handover gets written down in the delegation register, every time.
- Ask: who is our named deputy on shift tonight?

Briefing 3 — Any visit from the police or a licensing officer goes to the DPS immediately

- You do not have to handle it alone. You do have to tell the DPS the same day.
- Nobody gets in trouble for reporting a visit or a complaint. People get in trouble for sitting on one.
- Ask: what would you do right now if a licensing officer walked in?

Briefing delivered by: _____

Scope and limitations — read before use

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