



Polar Operations

BAS Rothera Alcohol Protocol

Governance

1. The availability of alcoholic drinks at Rothera is a privilege and not a right. Though many similar work environments are “dry”, BAS permits the limited sale and consumption of alcohol on the proviso staff and visitors comply with both this protocol and the overarching BAS Alcohol and Drug Policy.
2. Under the Health and Safety at Work Act 1974, BAS has a legal duty of care towards the health and safety of staff and other persons affected by BAS activities.
 - a. **Organisation.** The provision and sale of alcohol is a BAS activity but its consumption cannot be permitted to negatively impact health and safety, operations or the communities on stations.
 - b. **Individuals.** The Act also places direct responsibility on individuals to take reasonable care of their own health and safety and those of others. Personnel at Rothera are never fully “off duty” so are required to take personal responsibility for their alcohol consumption to safeguard the health and safety of themselves, their colleagues and BAS operations.
3. The BAS Alcohol and Drug Policy is posted on the noticeboard in the Rothera dining room. It applies at all BAS facilities and while in transit on official duty. It is neither acceptable nor permitted for any staff or visitors to:
 - a. Work whilst under the influence of alcohol.¹
 - b. Drive or operate machinery whilst under the influence of alcohol.
 - c. Put others at risk by using alcohol.
 - d. Damage the reputation of BAS, NERC or UKRI through actions arising from alcohol use.

Station Alcohol Rules

4. In accordance with the provisions of the BAS Alcohol and Drug Policy, individuals are not permitted to bring alcohol to the station without prior approval.
5. Individuals are not permitted to have personal supplies of alcohol.
6. The Rothera bar operates as a “private members’ bar”, whereby membership is defined as: BAS staff or employees of organisations deployed to station for work purposes (e.g. NWO/NIOZ, external science project teams and AIMP components). Guests are defined as non-BAS visitors, such as foreign transiting aircrew, media teams and visiting ship crews (e.g. HMS PRTR, cruise ships, etc.).

¹ For certain personnel on emergency on-call duties, e.g. RFFS cover, this means staying dry until the activity being covered is complete.

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- a. Members are automatically provisioned access to purchase alcohol from the bar, unless they wish to opt out, whereas guests require invitation by the Station Leader (SL).
 - b. All members and guests are required to have read this protocol and, during their arrivals brief, signed to say they understand and agree to the terms in order to have access to alcohol at Rothera.
7. Provision of alcohol on station is only permitted within New Bransfield House (NBH) during bar serving hours in accordance with the arrangements at **Appendix 1**. The bar may serve alcohol on up to seven evenings per week but will be determined by staff availability, operations and stock levels, at the SL's discretion.
8. Alcohol will only be served from behind the bar by managers and volunteers acting as bar staff in accordance with the procedures at **Appendix 2**.
9. Variations to the arrangements for alcohol consumption described above, in the event of special or traditional occasions, are articulated at **Appendix 3**. These have been pre-approved by BAS Cambridge but remain discretionary.
10. Protocol variations for administering the bar during winter seasons, including winter trips, are at **Appendix 4**.
11. Staff must adhere to **three absolute rules** in relation to consuming alcohol:
 - a. You must, at all times, be capable of mustering (without assistance).
 - b. You must, at all times, be capable of performing your allocated duties safely, including in the event of an emergency.
 - c. Your behaviour must not cause harm, upset or annoyance to anyone else.
12. The brewing or distillation of home-made alcohol is forbidden at Rothera.
13. People on station should look out for one another and intervene if anyone is approaching intoxication or behaving inappropriately. If individuals do not feel comfortable assisting someone or addressing their behaviour directly, reports may be made in confidence to the station doctor or station management at any time. Not only is this an important matter of safety and wellbeing but it is also key to ensuring everyone feels welcome to use the bar facility.
14. Manager and volunteer bar staff are required to serve alcoholic drinks, annotate tick-sheets and close the bar as part of their duties. This involves informing individuals of having reached their evening allocation, ringing the bell for "last orders", making people aware of closing time or asking for help with clearing away in the bar. Any unfriendly, intimidating or unpleasant behaviour shown towards bar staff will

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be examined as potential bullying or harassment, which may result in disciplinary procedures against the perpetrator(s) and/ or the removal of the provision of alcohol on station.

15. Individuals are to order their own drinks at the bar so that staff may account for drinks consumed against their evening allocation and for correct billing purposes. Therefore, it is not permitted to collect drinks for others, to buy drinks for other people or to buy a drink on someone else's allocation.

16. Individuals are expected to clear up after themselves because bar staff are conducting additional duties and are not employed specifically to manage the bar. In addition, they should assist with emptying full waste bins of glass, plastic and cans into the drums and FIBCs at the back of NBH.

17. Provision of alcohol outside bar serving hours is not permitted (less Appendix 3 exceptions); neither is it permitted for individuals to serve themselves alcohol from the bar. Any attempt to do so will be investigated as a breach of protocol.

18. Alcohol is stored in secured Bond stores, which are strictly controlled by the SL or Station Logistics Manager (SLM), or in secured fridges within the bar. Any unauthorised access to these facilities will be investigated as a breach of protocol and any unauthorised removal of stock as theft.

19. All alcohol consumed by members and guests is to be paid for and not expensed to the public purse.

Policy and Rule Violations

20. Suspected violations of BAS policy or rules contained within this protocol will be thoroughly investigated in line with UKRI's Managing Performance and Conduct Policy. If substantiated, disciplinary proceedings may be invoked and, in cases where misconduct has been deemed to have occurred, verbal or written warnings may be issued. In cases of gross misconduct (or repeated cases of misconduct), it is likely that individuals will be removed from the station and may be dismissed from their employment with UKRI.

21. If an individual is suspected of being incapable of performing their duties due to alcohol (including the morning after consumption) then a breathalyser may be used as an investigatory tool.

Appendices:

1. Rothera Bar Serving Arrangements.
2. Rothera Bar Staff Procedures.
3. Rothera Pre-approved Activities with Alcohol.
4. Rothera Winter Season Protocol Variations.

Enclosure:

1. Rothera Bar (New Bransfield House) Risk Assessment.



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Version control

Version	Date	Reviewer	Approver	Changes
0.1	Sep 2022	Rothera SOM	Head of Polar Ops	Initial draft for management review
0.2	Oct 2022	Rothera SOM	Head of HR	Recommendations from UKRI HR Ops
1.0	Oct 2022	Rothera SOM	Head of HR	Removed watermark (post-review by unions)
1.1	May 2023	Rothera SOM	Head of Polar Ops	Addition of Appendix 4
1.2	July 2023	Rothera SOM	Head of Polar Ops	Integration of changes approved in Nov 2022
1.3	August 2023	Rothera SOM	Head of Polar Ops	Title renamed to align with “BAS Alcohol and Drug Policy”



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BAS Rothera Alcohol Protocol – Appendix 1

Rothera Bar Serving Arrangements

1. **Staffed bar.** The bar is supervised by two people, of which at least one must be a manager (either from BAS or AIMP partners) on a rota. The second individual may be a non-manager volunteer (volunteers should make themselves known to the SL/SLM). The bar does not serve alcohol if bar staff are not available.
 - a. **Service of alcohol.** Bar staff serve alcoholic drinks to members and guests from behind the bar, i.e. self-service is not permitted.
 - (1) Canned/bottled drinks must be opened at the bar by serving staff to discourage stockpiling.
 - (2) Drinks by the glass (e.g. bottled or boxed wine) are served in 175ml measures.
 - (3) Alcoholic drinks are chargeable and bar staff account for them by annotating the tick sheet for each person.
 - b. **Bar area.** When alcohol is being served, only bar staff are allowed behind the bar.
 - c. **Drink allowance.** Individuals are allowed up to two alcoholic drinks per evening when the bar is open, except for Saturdays when the allowance is three drinks. There is no limit to non-alcoholic drinks.²
 - d. **Drink availability.** The types of alcoholic drinks available are beer, cider, wine and pre-mixed spirit-based drinks. They will either come in cans or bottles or, in the case of boxed wine, in 175ml glasses. Neat spirits and fortified wines may occasionally be available at the discretion of the SL.
 - e. **Non-alcoholic drinks.** Non-alcoholic drinks are non-chargeable and remain a self-service option from fridges located in the bar.
2. **Serving hours.**
 - a. The Rothera bar may provision alcoholic drinks on up to seven nights per week and for up to three hours in an evening after dinner. The SL may allow a discretionary 30 minutes for the bar to serve alcohol before dinner to allow drinks with a meal on certain evenings. "Last orders" is called 15 minutes before closing time. At closing time alcoholic drinks cease to be served.
 - b. Based on staff availability and demand the current default is to provide alcohol on five nights per week, with shorter serving hours during the week and on Sundays, and to allow pre-dinner service on Saturdays only. Default days may be adjusted by the SL to accommodate operational priorities, e.g. station relief and ship calls, staff availability or Bond stocks.

² The Licensing Act 2003 defines beverages up to and including 0.5% ABV as non-alcoholic.

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c. **Default timings.**

Day	Timings	Remarks
Monday	N/A	
Tuesday	20:00 – 22:00	
Wednesday	N/A	
Thursday	20:00 – 22:00	
Friday	20:00 – 22:00	
Saturday	20:00 – 23:00	Service before dinner 18:30 – 19:00
Sunday	19:00 – 21:00	

3. **Bar stocking.** Alcoholic drinks reside in the lockable fridges behind the bar and non-alcoholic drinks reside in the unlocked fridges elsewhere in the bar. Re-stocking of fridges is conducted by the SLM/ Admin Assistant prior to bar serving hours.

4. **Lagoon Hut and the Caboose.** Provision of alcohol in the field is determined by field operations protocol, with the exception of Lagoon Hut and the Caboose which are regarded as recreational extensions of Rothera.

a. For those individuals making use of these facilities, they are allowed to take their evening alcohol allocations with them if their stays coincide with days when alcohol is being served on station. This is to ensure consistency and fairness of alcohol availability throughout the station community. No provision is allowed for additional alcohol to cater for unplanned extensions, e.g. bad weather.

b. Individuals are to collect and pay for their allocations with the SLM on the day of their departure. Should stays be cancelled for any reason, alcohol is to be returned to the SLM for a refund.

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Rothera Bar Staff Procedures

1. **Rota.** The bar staff rota of managers and volunteers is managed by the SLM with oversight from the SL. Before conducting bar duty, staff must be conversant with this protocol and have been briefed on the “Rothera Bar (New Bransfield House)” risk assessment (**Enclosure 1**).
2. **Dry duty.** For the period that alcohol is being served, bar staff are not permitted to consume alcohol. Once the duty is over (closing time) bar staff may withdraw their own evening’s allocation for consumption.
3. **Security.** The fridges and bar locker containing alcohol will have been stocked and locked before serving hours by the SLM/ Admin Assistant.
 - a. **Fridges and bar locker.** The bar manager is to collect the keys from the SLM at the start of the duty to open the fridges and locker. While fridges and the locker are unlocked, at least one member of bar staff is to remain behind the bar at all times. If for any reason the bar needs to be vacated, the fridges and locker are to be locked. The keys must be returned to the SLM by the manager the following morning in the SLM’s office.
 - b. **Bar area.** While alcohol is being served bar staff are to keep the gate closed to prevent other people from entering the rear of the bar. Any unauthorised persons entering this area are to be asked to leave.
 - c. **Tick sheets.** At the start of the duty, the bar manager is to collect the tick sheet from the SLM / Admin Assistant. This is an accountable document for billing purposes and to track individual consumption limits, which means the sheet must be kept behind the bar for staff use only. At the end of the duty, the bar manager is to secure the tick sheet in a locked fridge or locker.
 - d. **Abuse.** Anyone exhibiting antisocial, intimidating or abusive behaviour is to be refused service and the incident reported to the SL.
4. **Service.** When serving alcoholic drinks bar staff are to:
 - a. Work as a team and support each other throughout the duty.
 - b. Only serve individuals who are collecting drinks for themselves.
 - c. Tick the number of drinks (up to the allocated limit) against individuals’ names and drink type.
 - d. Avoid any debate about lower alcohol-by-volume percentages and increasing the drink limit to compensate. Some drinks have higher alcohol content and volume than others but the protocol is two drinks (three on Saturday) for simplicity.



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- e. Decline to serve anyone requesting more than their allocated limit, asking to buy a round, asking to collect drinks on behalf of others or attempting to buy a drink using someone else's allocation.
- f. Open the can/bottle before passing the drink to the recipient (dispose of screwcaps in the bin) to prevent stockpiling.
- g. Serve boxed wine in 175ml measure glasses (a 175ml measuring cylinder is available if these glasses have run out).
- h. Provide ice and condiments, if available.
- i. Ring the "last orders" bell 15 minutes before closing time.
- j. At closing time, cease serving alcohol and lock the fridges/locker.

5. **Clearing up.**

- a. **Spillage.** Bar staff should have access to bar towels and cloths for mopping up any spilt drinks on the counter, which will reduce the likelihood of further drink slippage and spillage. Similarly, any spillage on the floor behind the bar is to be mopped up to reduce the likelihood of slips and falls.
- b. **Glass management.** Members and guests in the bar are expected to return their used glassware to the wash room on leaving. Bar staff should remind them as required and, if necessary, recruit people to collect stray glasses for return downstairs. Adherence by all will reduce the likelihood of accidental breakages and avoid unnecessary clearing up.
- c. **Waste management.** Members and guests in the bar are expected to clear up after themselves and to assist with emptying the waste bins for recycling. As bins for glass, cans and plastic become full, bar staff should recruit other people to empty them into the drums and FIBCs at the back of NBH.

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Rothera Pre-approved Activities with Alcohol

The following variations to the protocol are pre-approved but remain discretionary. Approval from BAS Cambridge must be sought for any further activities involving alcohol not listed below.

Serial	Event
1	<p>Christmas</p> <p>On the day on which the station celebrates Christmas, usually the 25th December:</p> <ul style="list-style-type: none"> • Bar opening hours may be extended up to a maximum total of five hours. • The opening hours should include a period before the Christmas meal, to allow people to enjoy a drink before eating and/or to take a drink or drinks to the table. • Individual consumption limits can be raised to a maximum of 4 drinks per person for the day.
2	<p>New Year's Eve</p> <p>On the 31st December, the Station Leader shall be permitted, at their discretion, to allow:</p> <ul style="list-style-type: none"> • Bar opening hours to be granted up to a maximum of five hours, starting no earlier than 1730hrs and ending no later than 0030hrs. This may be split into two periods if desired. • One additional indoor venue to be made available for provision and consumption of alcohol. • Individual consumption limits to be raised to a maximum of 4 drinks per person. • Carrying of one drink by individuals from station to The Cross, Rothera Point around midnight. • Provision of small measures of sparkling wine, whisky or similar at The Cross, at midnight, under management supervision.³
3	<p>Burns Night</p> <p>On one Saturday, on or close to 25th January, the Station Leader shall be permitted, at their discretion, to allow:</p> <ul style="list-style-type: none"> • Bar opening to be extended by one additional hour, in the early evening, to allow drinks to be purchased for consumption with dinner. • Limited amounts of whisky to be made available for self-service on the tables at the meal. This shall be equivalent to a maximum of three single whiskies (equivalent to 1.5 "normal drinks") per cover in the Dining Room (this is additional to drinks which are available from the bar).⁴
4	<p>Visiting Ship Nights</p> <p>Social events organised with visiting ships are subject to operational priorities (e.g. station relief) and alignment with ships' masters on alcohol rules. If the opportunity arises for the station to extend hospitality to a large group of colleagues from a visiting ship (e.g. SDA,</p>

³ Note requirements of paragraph 19 in the protocol main body.

⁴ Note requirements of paragraph 19 in the protocol main body.

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Serial	Event
	<p>HMS PRTR or other national programmes), on a Saturday evening the Station Leader shall be permitted at their discretion to allow:</p> <ul style="list-style-type: none"> • Bar opening hours to be granted up to a maximum of five hours, starting no earlier than 1800hrs and finishing no later than midnight. • One additional venue to be made available for provision and consumption of alcohol. • Individual consumption limits to be raised to a maximum of 4 drinks per person.
5	<p>Folk Night</p> <p>For one Saturday evening, to mark the safe conclusion of the Field Season, the Station Leader shall be permitted, at their discretion, to allow:</p> <ul style="list-style-type: none"> • Bar opening hours to be granted up to a maximum of five hours, starting no earlier than 1800hrs and finishing no later than midnight. • One additional venue to be made available for provision and consumption of alcohol. • Individual consumption limits to be raised to a maximum of 4 drinks per person.
6	<p>Miscellaneous Events (Open Mic Nights, Band Nights or Barbeques)</p> <p>Outside the activities listed above the Station Leader shall be permitted at their discretion to allow on a Saturday night:</p> <ul style="list-style-type: none"> • Bar opening hours to be granted up to a maximum of four hours, starting no earlier than 1800hrs and finishing no later than midnight. • One additional venue to be made available for provision and consumption of alcohol, which includes the location of where a BBQ meal is being served and eaten.

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Rothera Winter Season Protocol Variations

These variations are permitted in recognition of the significant change in personnel numbers and working hours, and the resultant change in risk profile during the winter seasons. They come into effect after the final ship call and cease on the arrival of the first DASH-7 the following summer. Unless otherwise specified in this appendix, all other requirements within the main protocol remain extant.

1. **Social contract.** The winter team is to agree on a social contract to collectively regulate and moderate group behaviour and those of individuals, given the reduction in controls on alcohol consumption within these variations.
 - a. Acknowledgement of their responsibilities and the requirement to always discharge them as a 24/7 commitment, which includes the three absolute rules highlighted in the main protocol:
 - (1) Being capable of mustering without assistance.
 - (2) Being capable of performing one's allocated duties safely, including in the event of an emergency.
 - (3) Ensuring behaviour does not cause harm, upset or annoyance to others.
 - b. Agreement that team members look after each other, identifying whether alcohol consumption or behaviours cause concern, to preserve the wellbeing of everyone on station.
 - c. Management of the winter protocol variations involves regular reviews by the WSL with the full support of the station. Team members may discuss any concerns openly during station SITREP on Monday mornings.
 - d. Reporting of concerns may be conducted using various methods available to all team members, such as confidential meetings with management, anonymous reporting or informal conversations.
 - e. Support for any decisions by the WSL to restrict privileges where individuals have abused the trust invested in them with these winter protocol variations. [Note: any behaviours categorised as "misconduct" or "gross misconduct" are outside the scope of these protocols and would be investigated under UKRI's Managing Performance and Conduct Policy].
2. **Service arrangements.** When alcohol is made available the bar is not required to be supervised by staff. Members and guests (e.g. transiting aircrew) are permitted to serve themselves from the alcohol stocks behind the bar and are responsible for annotating their personal consumption on the account tick sheet according to beverage type and measure. The tick sheet is an accountable document for billing purposes and must only be removed or replaced by station management.
3. **Serving hours.** Alcohol is available on nights as determined by the WSL, in consultation with other members, and for five hours in an evening (1800 – 2300). Serving hours may be extended with the discretion of the WSL. The WSL, or delegated deputy, unlocks the fridges and locker and places non-refrigerated alcoholic beverages behind the bar at the designated time. The duty nightwatch is responsible

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for locking away the non-refrigerated alcoholic beverages and locking up the fridges/locker by the allotted time. Keys are to be returned to the WSL, or delegated deputy, the following morning.

4. **Bar stocking.** Re-stocking of fridges and the bar is conducted by the WSL prior to alcohol serving hours. Re-stocking will be commensurate with tick sheets balancing against prior consumption, i.e. failure to tick for drinks leads to a reduction in bar stock.
5. **Drink availability.** The types of alcoholic drinks routinely available are beer, cider, wine and pre-mixed spirit-based drinks. Neat spirits and fortified wines are made available at the discretion of the WSL. Where servings are by the glass, measuring cylinders are to be used to ensure the correct volumes (some glasses are pre-marked).
6. **Locations for consumption.** The default location for consumption of alcohol is NBH. Staff wishing to consume alcohol in other locations must obtain permission from the WSL beforehand. Consideration will be given to ensure the location is safe, does not negatively impact others or cause any other problems. For planned events outside NBH, 72 hours' notice will be required for consideration.
7. **Drink allowance.**
 - a. **On station.** The expectation is for individual consumption to align with summer arrangements. The WSL may impose numerical limits when consumption is at locations other than NBH.
 - b. **Lagoon Hut and Caboose.** When staying overnight at these locations, consumption is to be limited to 2 drinks per night in recognition of the physical dislocation from the station. Individuals are to collect and tick for their allocations on the day of their departure, liaising with the WSL for access. Should stays be cancelled for any reason, alcohol is to be returned for a refund or consumed that evening as per normal NBH bar rules, i.e. not retained as personal stock.
 - c. **Winter trips.** Head of Field Operations determines rules for alcohol consumption, which consider the extreme conditions of operating in the field. The limit is set at 350ml of spirits (14 units or 7 drinks) or equivalent for the 5 days. If taking beverages other than spirits, it is the individual's responsibility to mitigate the risk of freezing. Issue of and payment for alcohol will be managed by the WSL before trip departure. Any unused alcohol being returned from the field must not be retained as personal stock. The WSL can make arrangements for it to be returned for refund (unopened and undamaged items) or secured in the Bond for later consumption.
8. **Return to summer protocol.** To allow successful implementation of the main protocol for summer, and to ensure parity for all on station, winter staff are to transition on arrival of the first DASH-7. It is imperative that personal stocks of alcohol are not created to bypass changes in protocol. Such behaviour has previously caused division and resentment within the station community, as well as investigations that have led to disciplinary proceedings.