

***(Sample, please amend to suit your venues needs)***

# **(Name of Premises)**

## **DRUG AND ALCOHOL POLICY**

### **1. Aim and Principles**

(Name of premises) recognises that special measures to address drug related issues on its premises must be undertaken. This section of the policy aims to ensure that:

- (name of premises) is making its premises as safe as possible for customers and staff
- (name of premises) is seen to be tackling drug dealing and supply
- (name of premises) aims to reduce harm from drug use

This section should be read in conjunction with the preceding section 'Employers and Employees'.

### **2. Roles and Responsibilities**

Each member of staff has a responsibility in ensuring this element of the policy is supported and complied with, in particular:

<b>Job Role</b>	<b>Tasks Under Drugs Policy</b>
<b>Management</b>	<ul style="list-style-type: none"><li>• Liaison with Licensing Authority</li><li>• Ensuring overall safety of the venue and operation of the drugs policy</li><li>• Decision making at incidents</li><li>• Incident reporting</li><li>• Observation for possible problems</li></ul>
<b>Bar Staff</b>	<ul style="list-style-type: none"><li>• First line customer care including provision of water to dehydrated customers</li><li>• Duty of care not to serve alcohol or food to intoxicated customers (drugs or alcohol)</li><li>• Incident reporting</li><li>• Observation for possible problems</li></ul>
<b>Entertainment/DJs</b>	<ul style="list-style-type: none"><li>• Observation and maintaining mood</li><li>• Customer information</li><li>• Information delivery</li></ul>
<b>Security</b>	<ul style="list-style-type: none"><li>• Door searches</li><li>• Confiscation of drugs</li><li>• Refusal of entry to the venue</li><li>• Incident reporting</li><li>• Observation for possibly problems</li></ul>
<b>Club Medics and First Aiders</b>	<ul style="list-style-type: none"><li>• First line information to customers</li><li>• Observation for possible problems</li><li>• First line treatment and operation of any recovery area</li><li>• Medical advise for decision making for customers who need assistance</li><li>• Dealing with customers who are intoxicated or under the influence of substances</li><li>• Incident reporting</li></ul>
<b>Cleaners</b>	<ul style="list-style-type: none"><li>• Checking toilets and other areas during and after events</li><li>• Observation for possible problems</li></ul>

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### **3. Preventing and Addressing Drug Related Incidents**

(name of premises) will take all possible action to prevent drug related incidents occurring on the premises, and have appropriate policies in place to address incidents if they occur. These are as follows:

<b>Drug Dealing on the Premises</b>	<p>The Management and Licensee will take steps to prevent drug dealing on the premises as far as possible. This will include:</p> <ul style="list-style-type: none"><li>• Zero Tolerance messages displayed in a high visibility area in the entrance of the premises</li><li>• Ensuring door supervisors working on the premises have undergone suitable drug awareness training and are members of the appropriate Door Security Registration scheme</li><li>• Ensuring all front line staff (bar staff, 'meeters and greeters' etc) have access to suitable drug awareness training</li><li>• Enforced and advertised search policy at the premises to identify drugs or weapons</li><li>• Quarterly liaison with the Police to consider what steps might be taken to assist with surveillance and record keeping</li><li>• Implementing the advice of the Police on procedures for keeping records of all drug related incidents and making such records available for inspection</li><li>• Use of CCTV where possible</li><li>• Supervision of toilet areas</li></ul>
<b>Procedures for Entry, Search and Security Relating to Drugs and Alcohol</b>	<p>All door supervisors used by (name of premises) will be registered with the Security Industry Authority.</p> <ul style="list-style-type: none"><li>• Entry to (name of premises) is conditional upon a search of the individual. This will be undertaken with the customers consent.</li><li>• The use of searches as a prevention against drug use and supply and weapons/firearms will be clearly advertised.</li><li>• Female customers will be searched by a female door supervisor.</li><li>• Under no circumstances will door supervisors undertake strip searches.</li><li>• Any customer refusing a search will be refused entry to the venue.</li><li>• Any customer who has drugs confiscated will be told that such materials will be handed to the Police</li></ul>
<b>Confiscation of Drugs on the Premises or at the Door</b>	<ul style="list-style-type: none"><li>• Any controlled drugs found on a person during a routine search on the door or found on the premises will be confiscated and handed directly to the Management or Licensee. The Management or Licensee will place the confiscated drugs in sealed bag (preferably a self sealing evidence bag to be supplied by the Police) and placed in a safe or lockable metal cabinet.</li><li>• The Management or Licensee will take responsibility for recording any drug related incident in an appropriate incident book. This will be recorded and witnessed by the person who found the substance and a member of Management.</li><li>• At the earliest opportunity the Police will be contacted to arrange for the collection of the substances. If the Management or Licensee takes the confiscated substance to the Police, they will ring ahead to ensure the duty desk is aware of their intentions. The Management or Licensee will not dispose of the substance themselves.</li></ul>
<b>When and How a Customer will be Detained</b>	<p>Where controlled substances are found on customers during a search, door supervisors will:</p> <ul style="list-style-type: none"><li>• Seize the items</li><li>• Refuse entry to the customer</li><li>• Book in the property in an appropriate incident book with the Management or Licensee</li><li>• Hand the confiscated items to the Management, Licensee or supervisor on duty for appropriate storage</li></ul>

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	<p>Where drug dealing is suspected on the premises, the member of staff or door supervisor will immediately inform the licensee or supervisor on duty. The licensee and door supervisor will ask the individual or group to step into a quiet area and ask them to turn out their pockets and bags. Police help will be sought if a personal search is unavoidable. The Police will be called immediately if quantities of drugs suspected for use to supply are found, and procedures for storage, collection by the Police and recording the incident will be undertaken.</p> <p>However, (name of premises) will not use powers of detainment under a citizens arrest and therefore cannot take responsibility for detaining the individual or group should they wish to leave. The individual or group will be ejected from the premises and the police notified of the incident.</p>
<p><b>Finding / Handling Drugs or Drugs Paraphernalia on the Premises</b></p>	<ul style="list-style-type: none"> <li>• Any needles or sharps found on the premises will be brought to the attention of the Management or Licensee.</li> <li>• Cleaners will be provided with needle-proof gloves for the handling of any sharps, needles and drug paraphernalia.</li> <li>• Local Environmental Services will be called to dispose of any needles or sharps found on the premises.</li> <li>• Any drug related paraphernalia will be stored in self sealing evidence bags, and stored in a lockable metal container. The Police will be contacted to establish whether the items need to be submitted for testing or whether disposal via Environment Services is appropriate.</li> </ul>
<p><b>Procedures for Handling Customers who are intoxicated or who are believed to be under the influence of substances</b></p>	<p>All customers believed to be intoxicated or under the influence of drugs will be dealt with by an appropriate first aider trained to recognise common drug induced problems such as anxiety, paranoia and heatstroke.</p> <p>Under no circumstances will anyone suffering from the ill effects of drug use be ejected from the premises. A room providing a cool, calm environment will be provided for the first aider to administer care to the individual privately and discreetly. The room will be of sufficient size for the patient to be laid down.</p> <p>Access to free drinking water will be made available to any customer seen to be intoxicated by either drugs or alcohol.</p> <p>First aid will only be administered with the individuals consent. If the individual is unconscious or is unable to give consent due to their injury or state, consent will be assumed and treatment commenced. If the individual is under 18, consent will be sought from a parent or guardian.</p> <p>Paramedics will be called for any customer or individual who is unconscious or who becomes unconscious.</p>
<p><b>Harm Reduction</b></p>	<p>Harm reduction posters showing local and national helpline numbers and services regarding drugs and alcohol will be prominently displayed in the venue toilets and seating areas.</p>
<p><b>Misuse of Drugs Act 1971: Section 8 responsibilities + what to do if an individual is found using or supplying drugs</b></p>	<p>The Licensee of (name of premises) will actively discourage drug-related activities on their premises in accordance with Section 8 of the Misuse of Drugs Act. This includes any property that belongs to the premises, and over which the Licensee has control including front steps, forecourts and out buildings. It does not include public areas like parks or streets.</p> <p>The following activities are not permitted on the premises:</p> <ul style="list-style-type: none"> <li>• Producing or attempting to produce a controlled drug</li> <li>• Supply or attempting to supply a controlled drug to another or offering to supply</li> <li>• Preparing opium for smoking</li> </ul>

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	<ul style="list-style-type: none"><li>• Smoking cannabis, cannabis resin or prepared opium</li></ul> <p>Any member of staff found to be undertaking any of the above will be dealt with in accordance with disciplinary procedures. Any member of the public found to be undertaking any of the above will be ejected and barred from the premises and their details passed to the Police.</p> <p><b>Use or Preparation of Cannabis or Opium</b></p> <ul style="list-style-type: none"><li>• If an individual is found using cannabis or opium on the premises, the person be instructed to cease the activity immediately. The incident will be recorded. If the individual is still be in illegal possession of controlled drugs, they will be reminded that this means they are committing an offence under the Misuse of Drugs Act 1971 and informed of the legal risks this carries for them</li></ul> <p><b>Use of Any Other Illegal Drug (E.g. Heroin, Cocaine etc)</b></p> <p>If an individual is known to be using illegally held, controlled drugs other than cannabis or opium on the premises, they are still committing an offence of possession under the Misuse of Drugs Act 1971.</p> <p>Where the use of this drug is not presenting a risk to others, the individual (employee or customer) will be reminded that they are committing an offence and informed of the legal implications of the drug use.</p> <p><b>Supply/Dealing of Any Drug</b></p> <p>Where an individual is found to be in supplying or attempting to supply any drug, or is in possession of any drug and intending to supply, they will be reported to the Police. In the case of employees, this will constitute gross misconduct and will warrant dismissal. In the case of customers, they will be ejected from the club and the incident reported immediately to the Police.</p>
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Signed :

Licensee / Designated Premises Supervisor of (name of premises)