

APPENDIX 3

Drugs Policy

Drugs in this country are controlled by the Misuse of Drugs Act 1971. We are concerned with the taking and selling of drugs on the property and any relevant activity. It is also worth remembering that people also take drugs prior to entering the property, but may then mix them with alcohol, which can have a very serious effect on the taker.

Licensees do not have the power to search anyone and even if they did they would not necessarily know for certain that what was found was illegal. The emphasis then has to be on identifying suspicious behavioural patterns. Preventative measures, including the monitoring of the toilets, covering smooth surfaces and keeping a good eye out for the obvious will greatly assist. Making it known that the licensee is being proactive against drug use.

Drug Policy & Procedures- ZERO TOLERANCE

- Display relevant notices on search policy
- Liaise with local Police on regular basis
- Drugs to be stored in the main safe on premises and staff trained on proper use and reporting
- Ensure Door Staff carry out regular searches on the door
- Door staff to check toilet cubicles as often as possible but not at set times
- Any person suspected of having drugs must be reported to the duty manager who will take the necessary actions
- Anyone refusing to be searched will not be permitted entry to the premises
- Any searches conducted for suspicion of drug use are to be carried out by security in front of a CCTV camera with the duty manager present
- Any drugs found or confiscated must be sealed in a 'Drug Seizure Bag' and placed in the house safe.
- Any drugs placed in the house safe must be recorded on the incident log. Records must show date, seizure bag number and name of the person who found it.
- The duty manager must be informed of seizures and any persons with more than personal use held whilst police are contacted
- Staff suspecting any customer of taking or dealing drugs should inform management or security or Police, immediately
- The manager will be responsible for handling the drugs until police arrive on the scene
- Staff who commit an offence under the Misuse of Drugs Act 1971 or who witnesses such an act on the premises and withholds evidence is liable to disciplinary procedures, which they should be made aware of prior to starting work.