



St Mary's University Catering Services, Licenced Premises Drug Policy

Statement of Intent

It is the policy of St Marys University Catering Services Department to adopt a **zero tolerance policy** to all levels of substance abuse (including Legal Highs and prescription), possession and supply in our Licenced premises. This zero tolerance policy covers management, staff, outside contractors and customers and will be rigidly enforced.

In the case of management and staff, any involvement with illegal substances on the Premises will be regarded as gross misconduct and will result in dismissal. (as stated within the St Marys Disciplinary and Dismissal Procedure, Gross misconduct section 6.3)

Aims

- Preventing illegal substances (and Legal Highs) entering the premises
- Detecting those supplying and misusing substances
- Ensuring the safety of all customers (students, staff and visitors)

St Marys University aims to prevent the misuse of substances and illegal substances entering the premises. St Marys University has strict procedures in place to detect the supply and misuse of substances which help to protect all students, staff and visitors.

Procedures

- Incident recording and reporting
- Searching
- Seizing, storing and disposing of drugs
- Door security staff/patrolling security staff
- Exchanges of information with agencies such as the police and local authorities

This policy will be reviewed and revised every three years in accordance with St Marys University policy review cycle.

Kathryn Field

Catering Services Manager & Premises Licence, Designated Premises Supervisor

April 2016

Responsibilities of Personnel

While all members of management and staff have a responsibility to implement this policy, certain members of staff have an increased opportunity to prevent drug use on the premises. Door and floor security staff and Bar staff, as part of their duties, move freely among the customers and have the ability to observe all areas of the venue during their working roles and therefore have an increased role to play.

Section 8 of the Misuse of Drugs Act 1971 states“it is the responsibility of the Licensee and staff of the licensed premises to prevent drug dealing and the abuse of controlled drugs within the Licenced premises. To knowingly permit or suffer any drug related activity on the premises is an offence”

All staff must read and have an understanding of this policy

All bar staff will undertake non-certified drug awareness training as part of their induction training.

Members of staff who have undertaken BIIAB Drug Awareness Level 2

(And able to deliver drug awareness training to members of staff)

Name:	Certificate Number:
Kathryn Field	501/1268/5 - 1002699354
Alicja Majewska	501/1268/5 - 1002981478
Conor Boylan Lee	501/1268/5 - 1003025218
Laura Crawford	501/1268/5 - 1003342842

If any suspicious activity is noted the Duty Manager/Supervisor must be informed

Drug Awareness Procedures

Incident recording and reporting:

- **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should be logged by duty supervisors and security so that patterns of behaviour can be observed and concerns acted upon where necessary. Staff should be vigilant and alert to what is occurring on the premises.

Staff should record any related incidents on the department incident report form and send through to the members of staff listed on the form.

- **Finding Substances**

If a harmful, illegal substance is discovered by a member of staff it should be removed to a place of safe keeping in the presence of a witness. If the substance is known or suspected to be illegal the police must be informed. This should be done via the Security team.

If a substance is found on a customer, student, visitor or staff member during a search the above procedure should be followed and the incident recorded on an incident report form and should include the following information:

- The date and time of the find or retrieval
- The size and appearance of the substance
- The names of those concerned
- The action taken

If any equipment associated with drug misuse is discovered the items should be handled with care. The incident should be recorded and in the case of items such as needles and syringes they should be placed in a secure and rigid container for collection by the appropriate person. There is a Sharps box located in the Security Control Room for syringes.

Searching

Searches can only take place with the permission of the person concerned and notices must be displayed clearly stating that this is a condition of entry to the premises and that the area has a Zero Tolerance Policy in relation to drugs.

A witness must be present during any search to provide corroboration and prevent any allegations. If they decline to be searched, entry can be refused.

All searches ideally should be carried out within the range of CCTV cameras. Usual practice is that a security officer will carry out these searches.

Seizing, storing and disposing of Drugs

If any substance is found that is suspected to be an illegal drug it should be put in a plastic bag or envelope and sealed. This envelope should be signed by the finder and witnessed by another member of staff.

Record the find on an Incident Report Form and immediately inform the most senior manager on duty and the Security supervisor/Door Supervisor.

The items should then be locked in a safe until police are notified by the Security team and have advised on the next steps.

Door Security Staff/Patrolling Security Staff

For all busy nights and event nights in the Licenced Premises St Marys has Licenced SIA Security on duty. The SIA security officers cover all the entrances and exits and patrol the Premises to help us control who enters and the behaviour of customers inside. All SIA officers have received Drug Awareness training as part of their SIA qualification and have been made aware of this policy and the procedures we have. Radio communication between the manager/supervisor and the security officers is in place so that security can be directed to an area or an incident quickly.

Exchanges of information with agencies such as the police and local authorities

All exchanges of information and incidents will be communicated to the local police and other authorities via the Security Operations Manager as necessary. It is essential however that all members of staff record and report accurately for this information to be shared.

General Information

Key signs of Substance usage to be aware of:

- Dilated pupils, excessive sniffing, runny nose, watering or red eyes or traces of white powder around the nostrils
- Sudden irrational changes in behaviour such as excessive giggling, laughing at nothing, non-stop talking, dopey or vacant expression. Staring into space, sleepy, euphoria
- Excessive consumption of water and soft drinks
- Mood changes such as crying one minute, laughing the next
- Passing cigarettes around within a group. The distinct smell of cannabis. Remains of cigarette with cardboard filters
- Lone customers sitting in the same place for extended periods of time, receiving a succession of visitors
- Persons who make frequent visits to the toilets
- Exchanging of small packages

Key areas to aid in the prevention of Substance usage:

- High standards of cleanliness
- Keeping clear visibility to all areas
- Regular Front of House patrols and area checks.
- Frequent talking to customers/groups
- Listening
- Regular check visits to toilets, lobby areas, passage ways, fire exits etc.
- Regular checks on fixed equipment i.e. vending machines, wall mounted telephones, under tables, behind mirrors etc.

Classes of Drugs

The Misuse of Drugs Act 1971, classifies drugs as follows:

- **Class 'A'**
Includes Cocaine, Crack Cocaine, Heroin, Ecstasy, Cannabis Oil and LSD.
- **Class 'B'**
Includes Cannabis, Cannabis resin and Amphetamine.
- **Class 'C'**
Generally tend to be prescribed drugs which are abused, the most popular include Temazepam, Diazepam and Steroids.

Legal Highs

Many drugs that were previously sold as legal highs are now controlled under the Misuse of Drugs Act, including mephedrone (meow meow or mcat), naphyrone, BZP and GBL. This means they are illegal to possess or supply to others.

What are 'legal highs'?

'Legal highs' contain one or more chemical substances which produce similar effects to illegal drugs (like [cocaine](#), [cannabis](#) and [ecstasy](#)). These new substances are not yet controlled under the Misuse of Drugs Act 1971 and there is often not enough research about them to know about their potency, adverse effects from human consumption, or when used with other substances or alcohol.

However, more and more 'legal highs' are being researched to see what their dangers are and to see whether they should be made illegal. In fact, many substances that have been found in substances sold as 'legal highs' have already been made illegal.

'Legal highs' cannot be sold for human consumption so they are often sold as incense, salts or plant food to get round the law. The packaging may describe a list of ingredients but you cannot be sure that this is what the product will contain.

The main effects of almost all 'psychoactive' drugs, including 'legal highs', can be described using three main categories:

- stimulants
- 'downers' or sedatives
- psychedelics or hallucinogens