



HOSPITALITY | The Place To Go

Drugs Policy

University of the West of England – Hospitality & Catering

1. Purpose and scope

This policy relates to the use of illegal drugs and misuse of alcohol or other harmful substances on Hospitality premises.

Its purpose is to: -

- a) Comply with the Misuse of Drugs Act 1971 by ensuring that the Union does not knowingly permit or suffer controlled drugs on its premises.
- b) Provide a safe working environment for staff and customers.
- c) Minimise drug use at events.
- d) Prevent drug dealing on Hospitality premises
- e) Safeguard customers who have used drugs or misused other substances
- f) Support students seeking help regarding their own or others' drug use.

2. Policy Statement

The Hospitality Service:

- will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises
- will promote supportive and caring harm minimisation strategies which reduce the risks associated with drug use/misuse
- will provide a safe, healthy and supportive environment for staff, students and visitors
- will promote knowledge, awareness and understanding to enable students to make informed choices.

3. Policy in relation to Staff

All permanent and casual staff working at Hospitality events will receive training on this policy as part of their induction process. Written procedures will be available to assist in implementing the policy. Awareness will be maintained by refresher training at least every 18 months or when changes are introduced following new legislation.

4. Policy in relation to Student Customers

The University's responsibilities are to: -

- provide suitable advice and facilitate access to that advice.
- provide information, to develop awareness and to support projects relating to drug prevention and harm minimisation
- liaise as appropriate with other organisations

The policy will be communicated to students by: -

- posting a copy on the Hospitality services website.
- raising awareness of the policy through its publications
- raising awareness of the policy at entrances to venues and, when appropriate, on tickets.

5. Preventing drug use at venues

In order to prevent drugs being brought onto the premises, it will be a condition of entry to Hospitality events that customers acknowledge the Hospitality's right to conduct searches prior

to entry. Searches will be undertaken in a polite and respectful manner by trained full-time members of staff of the same sex as the customer. Where this is refused, the customer will not be allowed entry to the venue.

6. Preventing drug dealing on Hospitality premises

All staff working at events will be vigilant in monitoring activity. Stewards will regularly monitor key areas within the premises for suspicious activity.

Where staff suspect dealing may be taking place, customers will be asked to undergo a search. This will be conducted in the presence of another member of staff in a private area following the procedures outlined above. Anyone refusing to be searched will be asked to leave the premises.

7. Finding Drugs.

The responsibility for decisions will rest with the duty manager. All suspected drugs incidents will be documented using a drugs log to include the names and addresses of all those involved.

Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs or finding customers in possession of a large amount of drugs when dealing is suspected the procedure to be followed will vary as follows:

- If a customer is found in possession of a small amount of suspected illegal drugs, (two pills, wraps or small pieces of cannabis) deemed to be for personal use, this will be confiscated, placed in sealed bag and left in a drugs safe. The incident will be recorded in a drugs log including the name of the member of staff finding the suspected drugs. Security will be immediately contacted and any suspected illegal drugs found, together with details of the incident recorded in the log, will be passed on to them – unless, at security's recommendation they advise us to contact the police; then, at an appropriate time we will contact the police who will determine what further action will be taken. Where a customer refuses to hand over the suspected drugs, security, or under their advice, the police will be called immediately.
- If students, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to the drugs safe. Any drugs found, together with details of the incident recorded in the log, will at an appropriate time be passed to security, or under their advice, the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place on Union premises, security, or under their advice the police, will be called immediately.

8. Sanctions

Any member of the public found to be in possession of illegal drugs will be subject to an immediate lifetime ban from Hospitality premises.

Any student found to be in possession of illegal drugs will be subject to a ban from Hospitality licensed premises. The length of the ban will be in proportion to the incident but will be for a minimum of 12 months. Decisions to ban customers will be taken by the Licensee after considering all the information available.

9. Keeping customers safe

The Hospitality service will have the following activities in place to keep customers safe and minimise harm related to drug use:

- drinking water will be offered free of charge at all events.
- staff will be vigilant in identifying anyone who is suffering from the effects of consuming an excessive amount of alcohol or from suspected drug use. In these circumstances, staff will reserve the right to refuse further alcohol. Where staff believe a customer's well-being is at risk, that customer will be monitored and if necessary arrangements made either for their safe return home or for appropriate medical treatment
- staff will receive training in First Aid in order to ensure that sufficient trained staff will be present at all events. In an emergency staff will call an ambulance and notify the University's security staff as appropriate. In all such circumstances an incident report form will be completed.
- at large events the Hospitality service will contract for on-site ambulance service cover.

10. Record keeping/notification

The Hospitality Service will maintain a drugs log to record drug-related incidents or suspected drug dealing on premises. Details of the incidents will be made available to the police

Where information is requested by the University the Hospitality service will provide statistics concerning the number and nature of incidents relating to drug use by customers but will not notify details of individual cases.

11. Feedback and complaints

Students have the opportunity to give feedback on the Hospitality service's policy through the catering services (cateringservices@uwe.ac.uk).

Any complaints regarding the policy or its implementation will be pursued through the Hospitality complaints procedure.

12. Disclosure and access to information/advice

The University of the West of England will provide a supportive role to students needing help and advice. Students seeking help will have access to staff trained to offer advice in a non-judgemental way who will respect their confidentiality. The boundaries of confidentiality will be explained to students in these circumstances. Further advice will be available through UWE media and UWE will promote the availability of advice from appropriate external agencies.

13. Monitoring and Review

This policy will be a dynamic document which is reviewed annually and in the light of new developments in drug use and Health and Safety legislation.