



Drug & Search Policy (Engine Rooms)

POL012

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Document Change History

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1. Purpose and scope

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

Its purpose is to:

- Comply with the 'Misuse of Drugs Act 1971' by ensuring that the venue does not knowingly permit, use, or supply controlled drugs on its premises.
- Provide a safe working environment for staff and customers.
- Minimise drugs at events.
- Prevent drug dealing on the premise.
- Safeguard customers who have used drugs or misused other substances.
- Support customers seeking help regarding their own or others drug use.

2. General statement

Engine Rooms:

- 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 risk associated with drug use/misuse.
- Will provide a safe, healthy, and supportive environment for staff and visitors.
- Will promote knowledge, awareness and understanding to enable patrons to make informed choices.

3. Policy in relation to staff

All permanent and casual staff working at Engine Rooms 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 customers

The 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 patrons by:

- Displaying notices around the venue.
- Raising awareness of the policy at entrances to the venue and, when appropriate on tickets and in toilets for example.

5. Preventing drug use in the venue

To prevent drugs being bought into the premises, it will be a condition of entry to patrons that customers acknowledge the right to conduct searches prior to entry. Searches will be undertaken in a polite and respectful manner by SIA trained members of staff of the same sex as the customer. Where this is refused, the customer will be refused entry into the venue.

The venue also has measures in place where staff members regularly check the toilets and secluded areas at set and random intervals to make sure drugs aren't being used in the venue. Hostesses monitor the booths and seated areas and inform SIA staff if they see anything suspicious. Bar and security members do regular toilet checks to show a visual deterrent and to be proactive in reducing people doing drugs in the venue. The venue has inputted extra measures such as cutting doors down so it's easily visible how many people are in cubicles, removing flat surfaces by boxing in the toilet systems and adding toilet attendants on busy nights to permanently monitor the areas. Staff are always in communication to via set radio channels to constantly be in communication with one another and share information and suspicious activity.

6. Preventing drug dealing in the venue

All Staff working at events will be vigilant in monitoring activity. Security staff 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 discreet area following the procedures outlined in our search policy. Anyone refusing to be searched will be asked to leave the premises or handed over to the police.

7. Finding drugs

The responsibility for decision will rest with the DPS or venue manager. All suspected drugs incidents will be documented using an incident report form, to include the names and addresses of all involved. It will be recorded on our ID Biometrics entry scanners to avoid this happening again in the future and provide vital intel. If the police are involved and the person is found to be dealing a RED CARD will be issued so that other venues in the city are made aware.

Given that incidents may vary from finding drugs on the floor of the venue, finding customers in possession of small amounts of drugs, or finding customers in possession of large quantities of drugs. The procedure will vary as follows:

- If a customer is found in possession of a small amount of suspected illegal drugs and those drugs are deemed to be for personal use, these will be confiscated, placed in a sealed evidence bag, labelled, recorded, and locked away in a drug safe. The incident will be logged on our id scanners which will be linked to their personal information and marked for future reference. A log book is also kept so we have a paper trail of all evidence showing accountability and a clear paper trail.
- If patrons, staff, or visitors find suspected illegal drugs on the premises (on the floor for example) the drugs can be handed to staff or put in our amnesty bin which will be handled and dealt with in the same format as above. The drugs will be bagged and logged and given to the relevant authorities monthly.
- If a large amount of suspected illegal drugs is discovered or suspected on a person, the police will be called immediately.

8. Sanctions

Any patrons in possession of illegal drugs will be subject to an immediate ban from Engine Rooms. The length of time of the ban will be in proportion to the incident, this would normally consist of a ban from 2 weeks to 6 months. Decisions to ban customers falls to the venues management.

9. Keeping customers safe

The venue will have the following activities in place to keep customers safe and minimise harm in relation 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 number of drugs or alcohol. In these circumstances staff will reserve the right to sell patrons alcohol, this will be logged in a refusals log and the patrons asked to leave the premises. Where staff believe a customer's well-being is in question the patron will be monitored in our medical room by a dedicated welfare professional who looks after the welfare of our customers.
- Sufficiently trained staff will be present at all events. In an emergency staff will call an ambulance and notify the security staff as appropriate. In all such circumstances incident reports will be completed.
- The venue will always have first aid trained management and security on hand to assist with customers well-being. On busy event the club employs a welfare professional to assist individuals who are under the influence of too much drink or drugs. They operate in a fully equipped medical room covered by CCTV. They also patrol the venue looking out for people in need of welfare support.

10. Disposal of drugs

Drugs found at the venue by search, Amnesty or by any occurrence will be made aware to the venues management who will log and store the drugs until a representative from Hampshire police collects, files, and removes the drugs from the premise. The Misuse of Drugs Act 1971 provides us with a defence to the possession of drugs for the purpose of preventing another from committing an offence, and as soon as possible take all reasonable steps to deliver them into the custody of the police or other person with lawful authority.

We accept that it is not practicable to call the police on every occasion and neither is it desirable, but the law says as 'soon as possible'. It is therefore the responsibility of the (DPS) to ensure that the drugs are delivered into the custody of the police which is monthly at Engine Rooms. The drugs are held in a locked deposit safe and sealed and tagged in police evidence bags until this process occurs. The collecting procedure will be by way of emailing, Contacting Hampshire constabulary's licensing team who will come and collect them. A record will be made of the collection and referenced with the venue/event drugs book; this is always done under the coverage of CCTV.

10.1 Recording of incidents

All drug searches, drug refusals and drug ejections, on and into the premises must be recorded. The logs should be countersigned at the end of each day, preferably by the DPS or A venue manager. All logs shall be made available to the Police for inspection.

10.2 Preventative measures

Engine Rooms will take preventative measures to deter drug taking inside the venue. These measures will include the displaying of anti-drug posters in key areas of the event/venue, toilet areas and doorways.

11. Search Policy

In certain circumstances it may be necessary to conduct searches of customers' bags and clothing. Because searches could take place, a sign should be displayed outside the premises informing people that they may be searched upon entry to the building, the sign should be worded as below:

"In order to provide our patrons with safe and comfortable surroundings, we may request permission to search people entering these premises. Thank you for your cooperation."

If conducting searches, the following procedures should be adhered to:

- The search must be conducted by a member of staff or door staff.
- They must request permission from customers to conduct a search.
- They should not open customers' bags, the customer must be asked to open their own bags.
- All searches should take place with a witness present.
- Apart from bag searches, male staff or door staff should not undertake searches of female customers and vice versa.
- Anybody found in the possession of drugs or weapons should be refused entry and the items should be confiscated and handed over to the police. If many drugs are found, the police should be notified immediately, and an attempt should be made to detain the customer or at least to monitor their movements after they have left the premises.
- Female staff or door staff should be available to search female customers.

If any drugs or other controlled substances are found during customer searches or any other routine management of the pub, they should be confiscated and handed over to the police.

Any items that have been confiscated should be placed and sealed in a clear plastic bag along with a note of any details regarding where, when, and how they were found. A log should be made in the incident report book and the police should be contacted. Whilst still on the premises, the bag should be kept in a secure location until it is in the hands of the police.

Any needles found should be swept up with a dustpan and brush and placed and sealed in a rigid box along with a note of any details regarding where, when, and how they were found. Following this, the same process as above applies.

11. Acknowledgement

Please sign this document to acknowledge that you have understood this policy and what you are required to do.

Full Name

Signature Date

Signature