

# **GSU Policy of Drug and Alcohol Misuse**

(updated: December 2019)

## **1. Introduction**

The purpose of this policy statement and guidelines is to set out the position of the Greenwich Students' Union (GSU) on illegal drug use by students and to provide guidelines for dealing with instances that might arise. It is intended to provide appropriate support to students who are misusing drugs, to offer protection from drug misuse to other students and to ensure full compliance with the law.

This policy complies with the Misuse of Drugs Act (1971), which prohibits the possession, selling or giving away of illicit drugs i.e. those drugs controlled under the Misuse of Drugs Act (1971) (in conjunction with the Misuse of Drugs Regulations 2001).

## **2. Policy Statement**

Possession and supply of drugs (as covered by the Misuse of Drugs Act 1971) is against the law. Section 8 of this Act places responsibility upon the institution to ensure that appropriate action is taken where there is suspicion that supply, production or possession of drugs is taking place on the premises.

All staff are trained in the negative impacts of not sticking to this policy, ranging from the legal implications, loss of business should the premises gain a reputation for such activity, and the risks to the health and safety of staff and other customers presented by someone under the influence of such drugs. Staff are also trained in behaviours/signs to look out for in those suspected of using or supplying illegal substances.

GSU will take appropriate action against students who commit such offences and who may thereby bring the Students' Union into disrepute. Alongside this, the Students' Union recognises that it has a duty of care to its membership, who may be affected by drug problems either personally or as a third party. It will, therefore, endeavour to provide health education and information about the dangers of illicit drugs and will refer students who need help to the appropriate support agencies.

### **3. Police Contact and Powers**

A good working relationship will be maintained with local Police. Advice on dealing with suspected drug problems is available from local police if staff/management feel this necessary. If the Students' Union feels it may have a general drug problem, or a problem relating to specific events then the police should be contacted who may arrange a visit with a sniffer dog. Contact Local Police on 101.

The Students' Union's agreed policy with the local Police is that they will inform the Police of any allegations and/or evidence of drugs manufacture, production, and sale or supply no matter what the drug or the quantity and the Police will advise or attend if they feel necessary. They will advise on whether to store the item in a lockable safe or dispose of it.

The Students' Union will assist contact with the Police for individual students or staff wishing to make an allegation of possession of illicit drugs against a student and safeguard confidentiality if required.

### **4. Disciplinary Issues**

All drugs related incidents involving students will be recorded within the Incident Report Log which requires copies to be given to the Head of Commercial Services and the Deputy CEO of GSU. The Students' Union will operate a warning scheme for "softer" drugs (class B and below). In all cases involving, for example, a small amount of Cannabis, deemed for personal use, the student will be asked to leave the premises. Their details will be taken, and they will be given a verbal warning. This states the offence and warns them that should any further incident occur within 6 months they will be started on the GSU Disciplinary Procedure. All offences involving larger amounts of drugs, Class A drugs and supply will be referred straight away to the Disciplinary Process and put under Licensee ban in accordance with Students' Union Constitution By-law 3. The student involved will be advised of the process.

A disciplinary panel will be convened regardless of any Police action and/or prosecution. Where there is no action by the Police, The Students' Union may still proceed with a disciplinary panel.

In cases where a student's guest is the offender, the offender will be banned from the premises, and the student may be subject to disciplinary procedures as they are responsible for the actions of their guest.

## **5. Drink Spiking**

GSU recognises that drink spiking (the addition of a drug, legal or illegal, which may include alcoholic substances, to a person's drink) is a risk in its licensed venues. Customers are advised via signage to be aware of this, not to leave their drinks unattended, and if they believe a substance may have been added to their drink, to stop drinking it, and hand into bar staff for storage (this will be sealed as evidence). Venue staff will alert the Duty Manager. Customers are advised to stay with people they trust, not consume any more alcoholic beverages, and seek medical attention if needed. Staff are trained to look out for behaviours which may suggest a person is adding something to a someone else's drink. The Police should be notified in cases of drink spiking, and relevant evidence (confiscated drink, appropriate CCTV footage etc.) supplied.

Drink spiking should be considered as a drug-related incident; please refer to Section 4 for disciplinary procedures relating to dealing with offenders.

## **6. Duty of Care**

Whilst GSU follows a strict Zero Tolerance Policy to the use and sale of illegal substances in its venues, a duty of care to its membership is also acknowledged. Drugs awareness posters are present in GSU venues, including contacts for help and support for both students with substance abuse problems and concerned friends. Students issued warnings or going through disciplinary procedures following drugs-related offences are offered information regarding drugs support and advice services.

If a person in a GSU venue is suffering adversely from the use of any drug (including alcohol), medical help will be sought by Duty Manager. As much information as possible must be obtained from the user and their companions with regards to what was taken and in what quantity, whether the drugs were legal prescription drugs or an illegal substance, whether mixed with alcohol, and over what timescale the drugs were taken/symptoms were noted. Student details must be noted, and all relevant disciplinary procedures must be followed if illegal drugs have been used or purchased on the premises.

## **APPENDICIES**

The following appendices are supporting documents to this policy:

### Appendix

1. Drugs & The Law
2. Guidelines for Drug Charges
3. University of Greenwich Policies
4. Students' Union Constitution by-law 3: Conducts and Complaints
5. Students' Union Members Disciplinary Procedure 2: Immediate Action on Misconduct
6. Staff Training Lower Deck Extract
7. Search and Zero Tolerance Signage

## **APPENDIX 1**

### **DRUGS & THE LAW - INFORMATION & REFERENCES**

<http://www.drugs.gov.uk/drugs-laws/misuse-of-drugs-act/>

#### **Drug laws & licensing**

##### **Misuse of Drugs Act 1971**

This is the main piece of legislation covering drugs and categorising drugs into classes A, B and C.

These drugs are termed controlled substances, and Class A drugs are those considered to be the most harmful.

##### **Offences under the Act include**

- Possession of a controlled substance unlawfully
- Possession of a controlled substance with intent to supply
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises, you occupy or manage to be used for the purpose of drug taking

##### **Drug trafficking (supply) attracts serious punishment including life imprisonment for Class A offences.**

To enforce this law the police, have special powers to stop, detain and search people on 'reasonable suspicion' that they are in possession of a controlled drug.

**Classification under the Act**

<b>Class</b>	<b>Drug</b>	<b>Possession</b>	<b>Supply and production</b>
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (for example mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), methylnaphthidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate, ethylnaphthidate, propylphenidate) and their simple derivatives	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

\*The government can ban new drugs for 1 year under a 'temporary banning order' while they decide how the drugs should be classified.

**APPENDIX 2**

**Guidelines for Drug Charges**

[http://www.cps.gov.uk/legal/d\\_to\\_g/drug\\_offences/](http://www.cps.gov.uk/legal/d_to_g/drug_offences/)

**Maximum Penalties**

**Possession of a controlled drug**

Possession of a controlled drug is an either way offence. The maximum penalty depends on both the trial venue and the class of drugs.

Magistrates' Court

- Class A drug: £5000 fine and/or 6 months' imprisonment
- Class B drug: £2500 fine and/or 3 months' imprisonment
- Class C drug: £1000 fine and/or 3 months' imprisonment

Crown Court:

- Class A drug: Unlimited fine and/or 7 years' imprisonment
- Class B drug: Unlimited fine and/or 5 years' imprisonment
- Class C drug: Unlimited fine and/or 2 years' imprisonment

### **Possession with Intent to Supply**

Possession of a controlled drug with intent to supply it is an either way offence. The maximum penalty depends on both the trial venue and the class of drug.

Magistrates' court:

- Class A drug: £5000 fine and/or 6 months' imprisonment
- Class B drug: £5000 fine and/or 6 months' imprisonment
- Class C drug: £2500 fine and/or 3 months' imprisonment

Crown Court:

- Class A drug: Unlimited fine and/or life imprisonment
- Class B drug: Unlimited fine and/or 14 years' imprisonment
- Class C drug: Unlimited fine and/or 14 years' imprisonment

### **Supplying Controlled Drugs**

Supplying a controlled drug is an either way offence. The maximum penalty depends on both the trial venue and the class of drug.

Magistrates' court:

- Class A drug: £5000 fine and/or 6 months' imprisonment

- Class B drug: £5000 fine and/or 6 months' imprisonment
- Class C drug: £2500 fine and/or 3 months' imprisonment

Crown Court:

- Class A drug: Unlimited fine and/or life imprisonment
- Class B drug: Unlimited fine and/or 14 years' imprisonment
- Class C drug: Unlimited fine and/or 14 years' imprisonment

### **APPENDIX 3**

#### **UNIVERSITY OF GREENWICH POLICY**

**University accommodation contract with students' states:**

##### *8.6 Drugs*

*The possession use and/or supply of illegal drugs and psychoactive substances in Halls of Residence is prohibited.*

In addition, the following policies are in place:

#### **POLICY STATEMENT ON ALCOHOL AND DRUGS AT WORK - STUDENTS**

##### **1. Introduction**

1.1 The University of Greenwich (the university) has a legal responsibility to provide a safe and healthy environment for study and work for all of its students, employees, affiliates, contractors and visitors.

1.2 The university recognises that alcohol and drugs will play a part in the lives of some people, however, the university is committed to ensuring that this does not have an adverse effect on the teaching, learning and social conditions of students, employees and visitors; and will take appropriate action when the health and safety of those individuals is threatened or compromised.

##### **2. Aims of the Policy**

2.1 This policy applies to all students and visitors to the University on all campuses. The university has a separate policy statement for staff. A copy of the 'Policy Statement on Alcohol and Drugs at Work' is available from the Human Resources department.

##### **2.2 This policy aims to:**

2.2.1 Enable the university to raise awareness of alcohol and drugs issues and act as the framework for providing a caring, healthy and safe

environment in accordance with the Misuse of Drugs Act (1971) and Health and Safety at Work Act 1974.

2.2.2 Encourage students to seek advice and support where they are concerned that their studies may be adversely affected by substance misuse.

2.2.3 Provide appropriate information and advice on the possible actions taken by the university in relation to reports of students, employees or visitors use, possession and selling of illegal drugs on any of its premises.

### 3. Policy Statement

3.1 The university does not condone the misuse of alcohol or drugs, or possession and selling of illegal drugs on any of its premises, including individual student rooms in our halls of residence.

3.2 The use, possession and sale of illegal drugs is a criminal offence. Accordingly, the university undertakes to deal with students, employees and visitors who commit such offences and who may, by their actions, bring the university into disrepute and put others in danger or at risk. As such, appropriate cases will be reported to the police.

3.3 The university acknowledges that it has a duty of care and a responsibility to provide health education and information about the dangers of illicit drug use and will refer those who request and need help to the appropriate support agencies.

### 4. Definition of Drug Misuse

4.1 Drugs include any substance that it is unlawful to use, possess or sell that results in mental, physical or behavioural changes in the user. This includes controlled prescription drugs where they are used outside of a GP's direction or are knowingly given or sold to another person.

4.2 Substance misuse refers to taking drugs or a controlled substances intermittently or continuously, thereby interfering with an individual's health, study/work capability or conduct, or which affects the environment of others.

### 5. Education and Prevention

5.1 The university will aim to increase awareness and understanding about issues related to alcohol and drug misuse. This will include:

5.1.1 Providing access to experienced Counsellors,

5.1.2 Staff training, for example personal tutors and resident assistants, to identify and provide support to students,

5.1.3 Holding Wellbeing events throughout the year for both students and employees,

5.1.4 Displaying publicity material aimed at raising student awareness,

5.1.5 Inviting external organisations, for example Drugline, to give talks.

### 6. Advice and Support

6.1 Support for Students

6.1.1 Students are encouraged to report any matters of concern about their dependency on alcohol or drugs to their Personal Tutor, Student Wellbeing service, Student Union advice centre, their own GP, Campus GP, or their health care provider.

6.1.2 If a student believes that someone else appears to be experiencing difficulties in controlling their use of drugs or alcohol they should encourage them to seek advice and support. If the student is concerned that they may pose a danger to themselves or others, the student should inform their personal tutor or programme leader, or the Student Wellbeing service at the earliest opportunity.

6.1.3 The university will aim to support students to undertake any agreed programme of rehabilitation, where the student is making efforts to resolve any difficulties.

6.1.4 The student will be required to attend a case management meeting which will include the personal tutor, or a Faculty nominee and a representative from the Student Wellbeing service. Where appropriate, a recommendation would be made that the student is required to seek support from their GP, or health care provider. The student will be required to provide evidence of attendance on a recommended rehabilitation programme, and progress made towards recovery.

6.1.5 The university will provide support for students who are undertaking a rehabilitation programme, by ensuring that reasonable adjustments, where appropriate are put in place to support the student during their recovery.

6.1.6 The student disclosure and the nature of the subsequent support, or intervention will be confidential and there will be no unnecessary disclosure of information.

6.1.7 Where a student fails to follow an agreed programme of rehabilitation and where there is little evidence of the student seeking appropriate support, the matter will be referred under the Health, Wellbeing and Fitness to Study procedure, Fitness to Practice procedure, or the Student Disciplinary Regulations, whichever is deemed to be appropriate.

## 6.2 Support for Employees

6.2.1 The university's Human Resources department has a published policy statement on alcohol and drugs within the workplace. This sets out a process for supporting employees, as well as providing guidance on identifying potential warning signs of substance misuse.

## 7. Legal actions and Disciplinary Measures

7.1 The Misuse of Drugs Act 1971, states that it is an offence for the occupier, or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

7.2 The Health and Safety at Work Act 1974 requires that the university takes reasonable steps to protect the health and safety of employees, students and

visitors. Substance misuse can have an adverse impact upon other people, for example, students who live in shared accommodation.

7.3 The use of illicit substances is considered as a major offence under the university's Student Disciplinary Regulations and Procedures. Where students contravene the legislation and university regulations, they may be subject to disciplinary action. Incidents may also be reported to the Police.

7.4 With regard to students who live in, or visit University Halls, the University Accommodation Regulations section 6.5 states that possession and/or use of illegal drugs are prohibited and will be dealt with under the university's disciplinary procedures, which could result in the termination of the licence agreement, or other sanctions

## **POLICY STATEMENT ON ALCOHOL AND DRUGS AT WORK – STAFF**

### **1. Introduction**

1.1 This policy statement applies to all employees, affiliates, contractors, temporary staff and visitors to the University's campuses.

1.2 The University has a legal responsibility to provide a safe and healthy working environment for its staff, students and visitors and to take appropriate action when the health and safety of those individuals is threatened or compromised. The University will only concern itself with the use of alcohol or controlled drugs (not prescribed drugs) by any of its employees, and others listed at 1.1, where it is seen to have a detrimental effect on work performance or is, or may be, prejudicial to the safety of other individuals.

### **2. Policy**

2.1 The use and possession of controlled drugs by individuals whilst at work or on work premises is forbidden at all times unless taken on prescription. Anyone in breach may be subject to disciplinary action (which may include suspension or termination of employment) or criminal proceedings.

2.2 The consumption of alcohol by individuals whilst at work or on work premises is strictly forbidden other than in an authorised social context such as a leaving party or formal hospitality event. During such occasions individuals are expected to act responsibly and with moderation.

2.3 The consumption of alcohol off site during the normal working day (e.g. lunch breaks) is strongly discouraged. It is particularly unacceptable when undertaking duties that include, but are not limited to, driving, the use of machinery and electrical equipment; working at heights or in confined spaces, handling hazardous chemicals or other dangerous substances. The University will take appropriate disciplinary action against anyone whose performance, or work activities, are compromised by alcohol consumption.

### **3. Duties and Responsibilities**

3.1 Individuals are responsible for seeking professional help if they have any form of alcohol or drug abuse problem. Employees are advised to speak to their line manager, the Human Resources Directorate, or Occupational Health for help and guidance.

3.2 Employees should draw to management's attention any reasonable suspicions they have of colleagues working under the influence of alcohol or controlled drugs. Managers will treat any such information in the strictest confidence

3.3 Managers should discuss with employees, or other individuals at 1.1, as soon as possible any reasonable concerns they have about alcohol or drugs abuse which manifests itself in behavioural or performance problems. They are advised to seek advice from Occupational Health in such cases. Management should remove from the workplace any employee or other individual who they consider to be under the influence of alcohol or controlled drugs.

3.4 Individuals should inform management immediately if they are taking any type of prescription or proprietary medication that could affect their ability to work safely or in any way impair their performance. Individuals are responsible for seeking advice from their doctor or pharmacist if they are concerned about the possible side effects of any medication they are taking.

3.5 Managers will try to assist any individual who approaches them for help over alcohol or drugs abuse issues. Such approaches will not be subject to disciplinary sanctions. In such cases, management reserves the right to refer an employee to Occupational Health.

3.6 Managers are expected to grant time off with pay to staff undergoing drug or alcohol counselling or treatment. They should contact Human Resources Directorate to discuss any other arrangements they feel should apply or any particularly prolonged treatment programmes.

## **APPENDIX 4**

### **STUDENTS' UNION CONSTITUTION BYE LAW 3 – CONDUCTS AND COMPLAINTS**

#### **Bye Law 3c: Disciplinary Procedure**

1. The Union shall maintain a disciplinary procedure
2. The disciplinary procedure shall be reviewed on a three-yearly basis subject to the approval of Trustee Board
3. Any breaches in law or University regulations/policies shall be dealt with by the Police or University respectively ahead of proceeding through the Union's disciplinary procedure.
  - a. Exceptions to this are in the case of the Union taking precautionary measures and/or actions as necessary whilst investigations are ongoing to ensure the duty of care to the wider membership and/or the accused.



4. Proceedings through the Union's disciplinary procedure may proceed in advance of or alongside a University investigation in cases where the Union has some delegated responsibility for University Policy. Examples of this are in instances related to speakers or spaces, in line with university guidance for safeguarding and compliance.

5. All disciplinary matters will be dealt with fairly and promptly. The disciplinary procedure shall provide guidance on the timing of disciplinary panels and appeals, and the Union shall abide by these timings.

#### Bye Law 3d: Members Disciplinary Procedure

1. Alleged breaches of the Code of Conduct by members of the Union shall be referred to the Members Disciplinary Panel

2. The membership of the panel shall be:

- a. A GSU Officer who is not the President;
- b. one Student Representative as defined by by-law 6 (Representation) who is not a GSU Officer; and
- c. one member of Union Staff.

3. No member of the Members Disciplinary Panel may have had prior involvement with the matter to be considered.

4. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.

#### Bye Law 3e: Members Disciplinary Appeals

1. Appeals against the decisions of the Members Disciplinary Panel shall be heard by the Members Disciplinary Appeals Panel.

2. Appeals may be made against:

- a. the finding of a breach of the Code of Conduct;
- b. the sanction imposed; or
- c. the process applied.

3. The membership of the panel shall be:

- a. The President (chair);
- b. one non-sabbatical Trustee; and
- c. one member of Union Staff.

4. No member of the Members Disciplinary Appeals Panel may have had prior involvement with the matter to be considered and may not simultaneously serve on any Members Disciplinary Panel.

5. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.

## **APPENDIX 5**

### **STUDENTS' UNION MEMBERS DISCIPLINARY PROCEDURE 2: IMMEDIATE ACTION**

#### 2. Immediate action on misconduct

Immediate action may be taken at the time of an alleged incident, in order to prevent further risk of harm to any people or property. This action will be recorded, and an incident report will be logged as a Stage One Report.

##### 2.1 Immediate Action: incidents in GSU licensed spaces

A member may be immediately removed and suspended from GSU venues pending a disciplinary investigation. This will be in incidents where it is necessary to uphold licensing terms and ensure the safety of people and property. This will not prejudice the outcome of any further disciplinary procedures. The decision to suspend will be made by the relevant GSU Senior Leader or by a GSU licensee if it relates to an incident in one of our licensed premises. A member may receive a short-term ban from a licensed premises for up to 1 week as part of this immediate action. Any further sanctions will be reported into the disciplinary procedure at Stage One.

## **APPENDIX 6**

### **STAFF TRAINING LOWER DECK EXTRACT**

#### Drunk or Drugged?

Most of our guests are just here to have a few drinks, a game of pool, a dance, and to catch up with their mates. Very few will feel the need to use illegal drugs to enable that, but you do need to be aware it's a risk we can't afford to ignore. The negative impacts of not sticking to this policy, range from the legal implications (we'd like to keep our licence!), loss of business should the premises gain a reputation for such activity, and the risks to the health and safety of staff and other customers presented by someone under the influence of such drugs.

#### Signs of Potential Drug Use:

- Torn beer mats, train tickets, cigarette packs etc.
- Remnants of wraps/packaging made of paper or foil, often resembling sweet wrappers, especially in toilets.
- Customer paying with/drops a tightly rolled note (£5, £10 etc.)
- White powder on credit/resource/NUS card, blood/powder on banknotes
- Asking for straws when they don't have a drink
- Straws left in toilets
- Powder found on surfaces, particularly in toilets

- Syringes found. NB!! Danger of Infection. Do not touch using bare hands. Alert duty management immediately. The use of drugs involving syringes (heroin, occasionally cocaine) is very often not coupled with the consumption of alcohol. It's not impossible that a user may try to use our premises though.
- If suspicious behaviour is observed e.g. someone asks to use the toilet and maybe a box of matches, a spoon etc.; report to management, and as a general rule don't let them use our facilities!

The behaviour of someone under the influence of drugs is also something to watch out for; all drugs can produce "out of character" behaviour, and this must be borne in mind when dealing with the individual suspected of drug use. Some typical signs to look out for are:

- Dilated pupils
- White powder around nose/excessive sniffing/nose wiping, often resembles cold symptoms
- Giggling, laughing for no apparent reason
- Pointed aggression, often based on paranoia/refusal of service
- Restlessness, shaking
- Easily surprised
- Vacancy of expression

If someone is using drugs on the premises, they must have got them from somewhere. Which brings us to the next thing to watch out for – dealing on our premises. Some behaviour to look out for:

- Person frequently on phone, short calls, few words, often goes outside
- Exchanging money (generally notes – it's common sense; you wouldn't normally give someone a wad of notes just to get a round from the bar). Also the drugs themselves; chances are they'll be in small paper/foil packs, or small thick plastic bags (like moneybags)
- If the above is going on they're likely to be quite paranoid, looking round a lot to see if they're being watched
- A dealer is likely to be talking to various people they're not normally associated with; often making frequent trips to the toilet/garden with different people every time. Behaviour may seem conspiratorial – one minute they're talking at the bar the next arranging to meet in a quiet area. (Common sense though – sometimes this behaviour is perfectly innocent, for example sports teams recruiting at the beginning of the year; it's time to worry when a random stranger's doing it. It is something to look out for in cases of private functions as we can't control the guest lists.)

Keeping up standards on the premises backs up our anti-drugs policy.

- Clearing away glasses and empty bottles not only removes potential weapons but gives us a chance to see what customers are up to and lets them know we're maintaining standards and our own policies.
- Getting to know the regular customers, being approachable means they're more likely to let us know if they pick up on any dodgy behaviour, and it's easier for us to pick up on it as well.
- Regular checks on hotspots – garden, toilets (preferably without annoying innocent customers – no-one likes to think they're being watched)
- If another drink's going to make them a danger to themselves or other people, don't serve them

### Drink spiking

Drink spiking is the addition of a drug, legal or illegal, which may include alcoholic substances, to a person's drink. It's a crime and a risk in all licensed venues.

- When you're working behind the bar it's important to be alert to less obvious forms of spiking including customers attempting to buy double spirits instead of singles for someone they're with who has requested a single – listen to the order from the person who's going to be drinking the product.
- The Police should be notified in cases of drink spiking, and relevant evidence (confiscated drink, appropriate CCTV footage etc.) supplied, which is the responsibility of the Bar Manager or appropriate senior member of staff.
- It is illegal for you to work under the influence of drugs or to be drunk. You have a responsibility to us as your employers, your colleagues, and for your own safety, irresponsible behaviour will result in disciplinary action.
- Fine for permitting drunk/violent conduct = min £500. Fine for serving someone under 18 = £1,000 (that's your own fine; the licensee will have to pay the same, and could risk losing the licence)
- We do not have an off license. No alcoholic beverages may leave the premises. Street drinking is against the law in most areas now; this is particularly strictly enforced in Greenwich. Hence extra vigilance is required at the end of the night to ensure no open vessels leave the premises.
- Basic licensed hours are 10am-1am Sundays to Thursdays and 10am-2am Fridays to Saturdays. We do not open until 12pm. The bar must shut at 12.30am Sundays to Thursdays and 1.30am Fridays to Saturdays. This is not a house policy this is stated on our license, there are no exceptions for serving people after these times. Breaching the licence can result in an unlimited fine and/or six months in prison.



## APPENDIX 7

### SEARCH AND ZERO TOLERANCE SIGNAGE

# SEARCH POLICY

Management reserves the right to refuse entry to any person who refuses to be searched during the venue operating times.

Management reserves the right to perform random bar searches prior to venue entry.

Lower Deck operates a zero tolerance policy. Management reserve the right to ask anyone behaving in an untoward manner to leave the premises immediately. This includes drug use, aggressive behaviour to staff and other customers and disorderly conduct.

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