

POLICY

Bars and Venues

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Drugs Policy
April 2024

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Introduction

As per the licensing objective, the prevention of crime and disorder, Students' Union UCL bars operate a zero-tolerance towards drugs policy.

This covers but is not limited to non-prescription drugs being brought into the venues and 'legal highs.'

To prevent the use and supply of drugs, the Students' Union UCL bars carry out various searches, most notably on our club and sporting events, which are detailed in our Customer Search Policy.

Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Background

This policy relates to the use of illegal drugs, legal highs, other non-prescription drugs, and other harmful substances across our venues.

Its sole purpose is to:

- Comply with the Misuse of Drugs Act 1971 by ensuring that The Huntley, Richard Mully's Basement Bar, Phineas, and The Institute Bar and Kitchen do not knowingly permit use or supply of controlled, non-prescriptive drugs, or legal highs on its premises.
- Provide a safe working and sociable environment for our customers, guest, and staff.
- Minimise and deter drug use at our venues.
- Prevent drug dealing on the premises.
- Safeguard customers who have used drugs or misused other substances.
- Support customers seeking help regarding their own or others' drug misuse.

The policy will be communicated to customers through the following methods:

- A scaled down version of this policy will be posted within our entry policy on the Union website.
- Full policy available upon request.

The possession of illegal substances is a criminal offence and as such is taken extremely seriously by the Students' Union UCL bars. Under no circumstances do we permit any employee or customer to take, use, possess, sell or be under the influence of any controlled substance while on university property.

Any staff member breaching this may be subject to disciplinary procedures; customers may be subject to ejection, bans and potentially be reported to the police.

If not confronted head on, drug use on licensed premises will not go away, in fact it is likely to increase as the premises will develop a reputation as somewhere where drug use is tolerated; we do not want to develop that reputation.

We are also aware that “turning a blind eye” could be construed as “permitting;” again this will not be tolerated on these premises.

Misuse of Drugs Act 1971

The **Misuse of Drugs Act 1971** splits the controlled drugs into three classes which are defined by the amount of harm that they have the potential to cause. They are categorised as follows (please note there are far more controlled drugs than those that are listed below):

- **CLASS A:** Which includes Cocaine, Crack Cocaine, Heroin, Ecstasy, Cannabis Oil and LSD.
- **CLASS B:** Which includes Cannabis, Cannabis Resin and Amphetamine.
- **CLASS C:** Which includes prescription drugs which are abused, such as Diazepam and Steroids.

In addition to the classification of controlled drugs, the 1971 Act also creates the offences with the main ones being:

- **Possession:** Also known as personal use where the individual has a small amount of a controlled drug on their possession.
- **Possession with Intent to Supply:** This is where an individual has a controlled drug in their possession and the reason for this is to supply it to another.
- **Supply:** This is where a person supplies or offers to supply a controlled drug to another person.

The most important part of the Act which directly affects licensed premises is **Section 8 of the 1971 Act**.

This section creates an offence to “**Knowingly permit or suffer any drug related activity on the premises**”. Activity in this instance will relate to any of the above offences. The burden here is on the licensee and staff of the premises to prevent the use of controlled drugs on their premises.

Psychoactive Substances Act 2016 Consideration will also be given to preventing the use of so-called “legal highs” in contravention of this legislation items such as Spice, Laughing Gas (N₂O), Mephedrone, and Slavia (not an exhaustive list) will be treated in the same way as any illegal drug under the Misuse of Drugs Act.

- All staff and managers have a duty to support this policy to make sure that people coming into our venue feel safe and can enjoy themselves in a drug-free environment.
- All employees are expected to remain vigilant for any signs or symptoms of drug use and act accordingly.

Physical Prevention Counter Measures

The Union Bars operate certain physical countermeasures which include but are not limited to the following:

- Clear signage pertaining to the Zero Tolerance illicit substances stance to be placed in key areas.

- Entrance and next to each bar etc.
- Security staff patrols.
 - Inclusive of toilet facilities and known CCTV dark spots.
- Dynamic presence of front door security.
 - Constant static presence of at least one security staff member at main entrances.
 - Phineas – reception area, 25 Gordon Street.
 - Lewis Building – entry foyer, 134-136 Gower Street.
 - Institute – within a reasonable distance of each entry point/at the top of the terrace stairs when at capacity.
- Elevated levels of housekeeping.
 - Clearing and cleaning tables, maintenance (raising service requests).
- Having panelled off toilet cisterns.
 - This will avoid premeditated placing of substances.
- Frequent staff/security toilet visits.
- ID checks in place after 19:00.
 - Phineas and the Lewis Building.
 - The Institute is exempt through their public licence – however, within the entry policy, customers are expected to always retain their IDs when visiting all venues.
- Bag, wallet, phone case, pocket checks on ‘event’ nights or because of a positive search.
 - Primarily Tuesday, Wednesday, Friday, Saturday at Phineas.
 - Primarily Wednesday, Saturday at the Lewis Building.
 - Upon relevant suspicion at all bars.

Specifically, all employees should remain vigilant for:

High-risk areas

Security staff and all staff will regularly monitor key areas within the premises for suspicious activity. These have been identified as follows:

Phineas

- Back stairwell (toilets side).
- Main stairwell
- Toilets, ground floor, 1st, and 3rd floors.
- DJ booth (when not in use).
- External fire escape stairs (if breached).
- All areas above 3rd floor (maths department).

Huntley Mully’s (Lewis Building)

- Toilets, ground floor, basement, 1st, and 2nd floors above The Huntley.
- If before 22:00, bookable spaces on 1st and 2nd floors should be regularly patrolled.
- Fire exit passage by Mully’s cellar door.
- Basement level by Men’s toilets and back door.
- All floors above The Huntley.

The Institute

- Toilets.
- Terrace.
- Pool table area.

Equipment Used in Drug Taking

Drug takers use a variety of varied materials when taking drugs. Some of the articles to look out for include but are not limited to:

- Wraps – the folded paper, foil, small button bags, or clingfilm that drugs are sold in.
- Torn, unlit cigarettes.
- Torn up beer mats, packets of Rizlas – used for rolling joints, roaches, etc.
- Foam stuffing taken from seats/bits of foam left around.
- (If taking cash) Payment with tightly rolled banknotes or notes that have been tightly rolled.
- Traces of blood or powder on banknotes/bank cards.
- Drinking straws left in toilet facilities.
- Tinfoil or spoons, especially if they are burnt, scorched, or covering in soot.
- Syringes – used for injecting drugs.
- Tightly rolled banknotes or drinking straws.
- Traces of white powder on any surface.

Typical Symptoms/Signs of Possible Drug Use

The signs and symptoms of drug use can vary depending on the type of drug but can include:

- Acting 'drunk.'
- Acting in an erratic, excited, aggressive, or silly nature.
- Having a 'nothing can stop me' high. Being nonchalant.
- Having bloodshot eyes.
- Unnaturally dopey, vacant staring, sleepy euphoria, dancing.
- Very dilated pupils.
- "Jawing," or a swinging jaw, grinding of teeth, etc.

Also be on the lookout for:

- The excessive drinking of water or soft drinks unless a sober 'social,' designated driver etc.
- Traces of white marks or powder around the nostrils, or on clothing.
- The distinctive 'herbal' smell of cannabis smoke.
- Heavy sniffing – more apparent in and around the toilets.

Signs of Drug Dealing

These can include:

- An individual "holding court," with a succession of "visitors" who only stay with them for a brief period.
- An individual making frequent visits to the toilets or other high-risk areas, as outlined above, followed by a different individual(s) each time.
- People exchanging small packages or cash, often in a secretive manner, but may be quite open (to avoid suspicion).
- Furtive, conspiratorial behaviour – huddling in corners, high-risk areas and whispering for example.
- Conversations that include frequent references to drugs, possibly with use of slang names.

- Remember: dealers are not always identifiable a distinct appearance, they can often counter what your predispositions of dealers are. Could look highly respectable, not always male, etc.

Staff Procedure and Responsibilities

Searching

See Customer Search Policy

Procedures for Dealing with Drug Finds

All drug finds should follow the procedures outlined below.

Finding Drugs on a Person

- Staff should only touch the drugs and paraphernalia if deemed safe to do so and must be wearing the appropriate PPE (Personal Protective Equipment) (gloves etc).
- Staff should make the drugs safe immediately.
 - Held in a clasped hand, for example.
- Staff should question the person carrying the drugs and take ID where safe to do so.
- Staff should call the duty manager to store the drugs using the correct PPE and log as outlined in the following section: Aftermath of a Drug Find...
- The security supervisor should call the UCL emergency line on 222 for further security/police presence when deemed necessary by the duty manager.
- Security should stay with the person until the police arrive, holding them in a separate room if necessary.
- The person should be handed over to the police and all staff/security involved should document the incident as to what they witnessed on an incident report form.
- The police contact venue management within days of the incident, so incident reports, and all evidence, including finds, should be made readily available as soon as possible.
- All drugs must be signed out by the police on collection.
- Venue management must log this on the lead incident report.

Finding Drugs not on a person

- Staff should only touch the drugs and paraphernalia if deemed safe to do so and must be wearing the appropriate PPE (gloves etc).
- Staff should make the drugs *safe* immediately.
 - Held in a clasped hand, for example.
- Staff should call the duty manager to store the drugs using the correct PPE and log as outlined in the following section: Aftermath of a Drug Find...
- Security should be informed of the find and the location of such and all efforts should be made to check the area for further drugs/drug use.
- Incidents reports should be filled out by all parties involved at the end of the shift.
- Venue management must log the finds in the confiscations log, taking the decision as to whether to involve the police in the find, and noting this on the confiscations log.

Aftermath of a Drug Find/Drug Use on Premises

All seizures of any quantity of suspected drugs are to be recorded with an incident report, noted on the Security Front Door Log, then the suspected drugs are to be bagged, labelled, secured, and reported to the police for collection by management. Police receipts / CAD numbers must be acquired, with both recorded on the incident reports / Security Door Log upon collection.

- To bag drugs, place them in a small grey cash deposit bag, labelled with the following:
 - Date
 - Time (to the minute)
 - Location found.
 - Name of individual who found the substance(s)
 - Name of individual who sealed the bag.
 - Police CAD Number – if applicable
- Take a photo of the bag too, to safeguard yourself. Send the photo to venue management with the incident report. Inform management as to the location of the incident report. Ideally, hand it to a venue manager or leave it in the security box.

All seized drugs other relevant evidence (paraphernalia for example) is to be handed over to management as soon as possible where they can be dealt with and stored at the managers' discretion. Where management is not on shift, it is to be dealt with by the Security Supervisor.

Crime scenes are also to be secured in accordance with the Crime Preservation Policy.

Dealing with the Perpetrator

- If the perpetrator is a UCL student, they should be dealt with through the Union bans procedure and as such should be escalated to the Venues and Entertainment Manager post-haste.
 - UCL students should also be directed to Union/UCL support networks, such as the Union Advice Centre, to allow them to mitigate the circumstances around why they are possessing/taking drugs, and to find a solution for them to rehabilitate.
- If the perpetrator is a UCL employee, they should be dealt with through the UCL Disciplinary Procedure and as such should be escalated to UCL Security post-haste.
- If the perpetrator is a Students' Union UCL employee, they should be dealt with through the Union Disciplinary Procedure and as such should be escalated to the HR team post-haste.
- If the perpetrator does not fall within the confines of the three categories listed above, they should be dealt with through the Union bans procedure, which will usually land the most severe penalty charge of lifetime ban from all the Union bars.

In the first instance, all quantities of drugs larger than simply *possession* (notably possession with intent to supply *and* supply), should be reported to the police immediately, via UCL's 222 emergency landline number.

All dealings with perpetrators should find themselves receiving a follow up to the case within 7 days of the incident. An earlier follow up will ensure that all parties are made aware of the case and the conclusion of such. For example, if one fails to notify a UCL student of their ban, then the venues team run the risk of having said student regain entry to the bars within that window.

Training

- All security receive training as per the Customer Search Policy and Drugs Policy.
- Venue Management are clear on drugs procedures as per the policies library.