



DRUGS POLICY DOCUMENT

CODE OF PRACTICE

It is the policy of Amber Taverns to adopt a **Zero Tolerance** level to all drug users and dealers/ the implementation of this policy is the responsibility of ALL members of management and also each member of the door security team and this document is designed to help combat the associated dangers. We understand the problem of threats, intimidation and violence that may occur as a result of adopting a hard line against drugs.

Amber Taverns will take whatever steps necessary to support its employees where such acts are taking place. We can call upon the help of a number of specialist support services, who are able to give expert guidance on all aspects of the problem.

We all know that in recent years there has been a significant growth in the popularity of drug taking in association with dance music, but this has now moved to all music cultures and is rapidly becoming recognised as a way of life to many people of all ages. It is at the heart of many young people's leisure pursuits and, while figures may vary, it is estimated that 1.5 million clubbers take drugs every week. It is imperative that we do not turn a blind eye to these statistics and that we adopt a proactive stance to address the problem. In order for us to protect our licence and, ultimately, our business, we must take the initiative.

The drugs policy has been viewed in perspective, so that a visit to any of our venues is an entirely safe and enjoyable experience for all our customers. This document addresses a number of points to help maintain the balance. The key to the problem must be to forge a close working relationship with both the police and other local authorities, coupled with an understanding of a rapport with our customers.

PREVENTION

Where appropriate, an opening and closing check will take place before any session begins, a member of management will check in and around seating, toilets and exits for any substances. If any substance is found, without offender, it will be sealed and a drug seizure form filled out. The substance will then be deposited into the safe in the cash office.

SEARCHING

It is the decision of Amber Taverns that random searching will take place in “high risk” sites, especially at busy sessions. Please be aware that a search has to be accepted voluntarily by the customer. If permission is not given the person will not then be allowed to gain entrance or must be asked to leave. Customers must not be accosted or forced to be searched.

The ratio of searching approximately one in ten will be increased or decreased depending on the type of session, meaning that on high-risk events, more persons will be searched on entry and this ratio will be set by management.

The door staff will have discretion for searches based on the physical appearance of the person. Anyone that is known to be a drug user or appears to be under the influence of drugs will not be admitted.

All articles will be placed in a clear receptacle.

Searching must be performed in a professional manner, in order that customers are not distressed and will eventually come to accept this condition of entry.

Female Door Security Officers will only be allowed to search female customers for obvious reasons. A male Security Officer may not be present, although should be nearby should he be required.

All searches must be conducted in the presence of more than one security officer on the front door.

Any drugs seizures must be given at once to the management. The seizure forms (example inserted further in this document) will then be completed by both the management and the drug-seizing officer, as soon as possible.

Any drug finds mean the immediate future “barring” of the customer. For ALL finds, including “personal use”, the customer must be detained (preferably in an agreed private area) while the management call the police. The customer will then be handed over to them.

MONITORING

Whilst door searches may catch a number of people with small amounts of drugs, it will not deter the more organised dealers with bigger quantities. It is not safe to assume that, if you seize a few tablets or wraps per session, we have the problem under control. It is perhaps more important that we adopt a more proactive policy to deter drug dealing inside our venue.

It is important that our zero tolerance is high profile to any possible drug dealers/users. Where appropriate, signage will be affixed to the main areas such as front doors and toilets etc, outlining our policies for all to see.

SUPERVISION OF THE PREMISES

All door staff should make frequent checks of the toilets whilst on their rounds, or in areas that are dark and cannot be clearly seen without venturing close.

Check for people gathering in areas that seem to be centred on one or two people, who seem to have regular "visitors". Try to ascertain if money or any other transactions are being made.

Ensure that the lower lighting or "dead" areas do not encourage suspect behaviour.

Check for the members of a group splitting off and returning to the same person.

IF IN DOUBT ON ANY OF THE ABOVE, CONTACT THE MANAGEMENT IMMEDIATELY!

REPORTING PROCEEDURES

Police directives nationally require a strong line over drugs, advocating a call out of the local force if drugs seizures are made or suspected. Each force has to take a view, dependent on its own area and manpower, and on what constitutes a reportable find, and how searches are conducted. We must liaise with the police and other relevant authorities for the disposal of drug finds.

ALL DRUG FINDS MUST BE HANDED TO THE MANAGEMENT AT THE TIME OF THE SEIZURE. THESE WILL BE DROPPED INTO A DRUGS SAFE OR SECURE "CASH BOX" WITHIN THE MAIN SAFE!

Whenever a customer is found with any amount of drugs on their person, they must be detained whilst the police are called.

If a customer is suspected of using/dealing inside the club/bar, they must be asked to accompany security to a private area, making sure that they do not drop any packages whilst on route. Pay special attention to chairs and under tables whilst asking them for their cooperation.

If a customer is caught dealing on the premises, they must be detained in a private area. They are not to be physically abused under any circumstances, regardless of your own beliefs. The management should be immediately informed who again will call the police for assistance.

Any found substances should be handed to the management immediately. The manager will seal the item in a tamperproof bag, sign and date the bag and fill in the Drug Seizure Form, or place the syringe into the sharp disposal unit. The substance found should be handed to the police immediately on arrival and the police should complete the relevant parts of the seizure form.

Any detained person should be informed that they are being detained and will be handed over to the police.

One of the security team should remain with the detained person and a full search of the area should be conducted for any dropped suspect substances.

ENVIRONMENTAL FACTORS

Ensure you know who the first aiders are!

Attend all meetings with management regarding future training!

Respect and uphold the close relationship with police and local authorities!

Whilst on duty, be vigilant for not only drug dealers, but also suspected users, **AT ALL TIMES!**

STAFF TRAINING

ALL senior management will attend a "Drugs awareness Course" and all members of staff will receive drugs awareness advice and training at induction as part of our Health & Safety Policy.

FIRST AID

Through induction training, all employees need to be conversant with the procedure to be followed if they or a member of the public sustain an injury or require medical attention.

The incident or accident should first be reported to management or the "on site" trained first aider. Should a trained first aider be unavailable, the appointed person is responsible for summoning medical aid (ambulance). Signs are posted on staff notice boards depicting first aid arrangements and identifying qualified first aiders and appointed persons.

Only minor injuries or conditions will be treated on site. Where injuries or conditions are thought to be of a serious nature, medical treatment will be sought.

UNDER NO CIRCUMSTANCES WILL ANYONE REQUIRING FIRST AID TREATMENT BE EJECTED FROM THE PREMISES!

The first aider or manager should enter details of the accident or condition on behalf of the injured person into the accident book.

COMPLAINT PROCEEDURE

Following initial verbal discussion with the manager, any person wishing to take a complaint further, must do so in writing and must be provided with the name of the Retail Director in charge of the unit at the Head Office address.

Any person not satisfied with the way their complaint has been dealt with should be advised to contact the Head of Legal & Democratic Services at the Local Authority.

WHAT TO DO IN AN EMERGENCY

Drugs used can be dangerous and it is important to know what to do in an emergency situation.

TENSE AND PANIC

This is more common if someone has been on LSD or magic mushrooms but can also happen with amphetamines, ecstasy and high doses of cannabis. If someone is really tense and panicky on drugs, take the following steps:

- Calm them down and reassure them
- Talk them down and explain that the panicky feeling will gradually go away
- Keep them away from loud noises and bright lights
- Help them if they “over-breathe” (hyperventilate). When someone breathes very quickly and gasps for breath, they often get dizzy and feel sick.

DROWSY BUT CONSCIOUS

This usually happens when someone has been taking downers such as alcohol, tranquilisers and heroin but can also happen with solvents. To help:

- Get them into the recovery position and keep talking to them
- Try to prevent them from becoming unconscious
- If they want a drink give them a sip of luke warm water, not coffee
- **CALL FOR MEDICAL ASSISTANCE!**

UNCONSCIOUS

This usually happens if someone has been taking downers such as alcohol, tranquilisers and heroin. It can also happen with solvents and poppers and people who react badly to overheat on amphetamines or ecstasy. To help:

- Put the person into the recovery position.
- Loosen any tight clothing that might restrict their breathing.
- Keep them warm (unless they are overheating)
- Check their breathing – if they are not breathing, be prepared to do mouth to mouth resuscitation
- **CALL AN AMBULANCE AS SOON AS POSSIBLE!**

DEHYDRATION

People can become dehydrated if they have taken amphetamines or ecstasy and exerted themselves. These drugs raise the body temperature but also give an energy boost so that people dance for long periods, getting even hotter!

People can lose up to a pint of liquid an hour and become overheated and dehydrated which can be very dangerous and has been the main reason for ecstasy related deaths. Although it should be noted that taking too much or too quickly can cause bloating.

The warning signs include:

- Cramps in the legs, arms and back
- Failure to sweat
- Headaches, dizziness and vomiting
- Suddenly feeling very tired
- Fainting

Dehydration can be prevented by:

- Taking regular breaks from dancing and relaxing in a cool place
- Drinking water and avoiding alcohol
- Sipping drinks regularly and drinking no more than one pint per hour

If someone is overheated:

- Move them to a cool place – possibly outside

- **Splash them with cold water to cool them down**
- **Remove unnecessary clothing**
- **CALL AN AMBULANCE!**