



## **Alcohol, Drugs & Smoking Policy**

## **1. Purpose and preamble**

- 1.1 The aim of this document is to clarify and ratify procedures for regulating and dealing with alcohol, drugs and smoking on Union premises and during Union run activities.
- 1.2 This policy should be used in conjunction with the Promotion of Licensing Objectives Policy for Newton Park and Sion Hill.
- 1.3 From time to time there will be a requirement to update these procedures; this will be done at least every two years.
- 1.4 The Alcohol, Drugs and Smoking Policy form an appendix to the Constitution and in the event of any conflict, the Constitution is the overriding document of authority, unless the conflict is as a result of a legal requirement.

## **2. Consumption and sale of alcohol on Union premises**

- 2.1 The Union has a legal responsibility for all its members and guests who are consuming alcohol in its bars, both while they are within the premises and outside the premises as they leave. Failure to properly regulate the consumption of alcohol by members and guests using the bar, and controlling their behaviour, can result in fines for the Union and can even result in the loss of the Union's Club Premises Certificates (Alcohol Licences).
- 2.2 It is illegal to serve alcohol to anyone under the age of 18 years old. ID will be requested by bar staff if they suspect someone is under 18, and for all customers if they know under 18's are attending a private event.
- 2.3 Anyone consuming alcohol within Union premises must be a member of the Union, an NUS cardholder or a guest of a Bath Spa University member who has signed the guest into the guest book. (ID will be required for guests at the point of signing in).
- 2.4 The consumption of alcohol purchased from the Union Bar is permitted to be consumed by members and guests. Alcohol not purchased from the Union Bar may not be brought onto or consumed on Union premises. Anyone found consuming alcohol not purchased from Union bars will be asked to leave the premises and further disciplinary action considered.
- 2.5 The Union reserves the right to refuse access to its premises to anyone that is felt to have been consuming alcohol excessively prior to gaining entry to the Union.
- 2.6 Union staff should try to ensure that members and guests do not drink excessively within the Union Bars. Staff should not serve drinks to anyone who appears to have been drinking excessively, and must serve no more than a double spirit in a glass, or add a spirit to a bottled or draught drink nor serve a spirit in a pint or half pint glass.
- 2.7 Irresponsible drinks promotions will not be permitted and a culture of responsible drinking will be encouraged. Staff who witness a member or guest

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who is drinking in an irresponsible manner must report the incident to the bar Manager or Supervisor who will deal with the incident. The Union does not permit drinking games or any such drinking activities that may result in a member or guest becoming excessively intoxicated.

2.7.1 All promotional activity will avoid the following

2.7.1.1 We have a responsibility to ensure that we market and promote alcohol responsibly

2.7.1.2 Any promotion that encourages drinks to be “downed”

2.7.1.3 Promotions that involve drinking games

2.7.1.4 All inclusive promotions-including large quantities of ,or all drinks in the admission fee

2.7.1.5 Any promotion that involves an initial payment to obtain reduced price alcohol for a sustained period

2.7.1.6 Any promotion that includes cars in any way ,including cars as prizes

2.7.1.7 Any links with tobacco related products –e.g. match boxes, ashtrays etc

2.7.1.8 Any promotion that glamorises excessive drinking

2.7.1.9 Use of any promotional material that appeals to those under age

2.7.1.10 Any references to drug culture or illegal drugs

2.7.1.11 Association with violence or antisocial behaviour

2.7.1.12 Anything that presents abstinence in a negative light

2.7.1.13 Sampling activity which offers more than 1.5 units of alcohol per person

2.7.1.14 Any sampling involving under 18s

2.7.2 All promotional activities will be using the good practice listed below:

2.7.2.1 Round buying promotions

2.7.2.2 The inclusion of responsible drinking messages and alcohol units where appropriate

2.7.2.3 Promotions that are run over a long period of time to ensure prizes such as drinks vouchers can be redeemed at a later date Promotional activity that incorporates a soft drinks offer

2.7.2.4 People shown drinking in marketing and promotional activity should appear to be over the age of 25

2.8 Members or guests that are deemed to have been drinking excessively within a Union bar will be asked to leave the premises. The Bar Manager, Supervisor or Senior Door Supervisor shall ensure that the person is in a fit state to leave the premises safely.

2.9 The Union will run safe drinking campaigns and promote the consumption of non-alcoholic drinks. These campaigns shall include drink limits, drink driving and advice and support information for people who consider they have a drink related problem.

2.10 The Union will be a member of, and actively promote the DES (Designated Driver) Campaign. Designated drivers will be allowed free carbonated soft

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drinks and juices on production of his/her car keys as proof they are a designated driver.

- 2.11 The Union shall ensure that there is free tap water available during the bar opening hours for anyone who asks.
- 2.12 Food or snacks shall be made available from the bar or vending machines during bar opening hours.
- 2.13 The Union Senior Management Team will set bar prices on behalf of the Executive Committee on a yearly basis. Income from the Union's commercial services contributes a significant amount of funds towards running the core services of the Union. Union funds must never be used to subsidise the price of a drink from the Union Bars.
- 2.14 Union staff may ask for proof of identity at any time and may confiscate Bath Spa University ID Cards from members or guests who are deemed to have been involved in an incident that requires action under the Unions Disciplinary Procedures.
- 2.15 Anyone deemed to be acting inappropriately and breaking Union Policy or being violent, abusive or destructive to Union property or property of other members or guests will be asked to leave the premises. The incident will be reported to the police as deemed necessary by the Bars Manger or Bar Supervisor. Any incident will result in an immediate ban from the Union premises and activities for the member involved, until further disciplinary action is taken by the Union as part of the Union's Disciplinary Procedure. (Members shall be responsible for the actions of their guests).
- 2.16 Staff must always be sober whilst at work. Staff should not drink whilst at work or during their lunch or other work breaks unless it is a special occasion, i.e. a lunchtime leaving party or a staff drink at the end of a shift. Any incidences will be reported to the General Manager and may result in disciplinary action being taken by the Union.
- 2.17 The Union recognises that alcohol dependency is a treatable condition and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence. The Union encourages staff to seek help voluntarily and the Union will help put them in contact with the relevant support organisations and endeavour to do all they can to help staff through this process. Absence from work for treatment will be regarded as normal sickness and the Union recognises that relapses may occur. A member of staff who feels that they need help with a problem can contact their Manager, the General Manager or the Membership Services Manager.

### **3. Misuse/Possession & Dealing Of Drugs**

This section should be used in conjunction with the Safe Clubbing Guide.

- 3.1 It is an offence under the Misuse of Drugs Act for a person to knowingly allow illegal drugs to be used. To promote good health and conduct and satisfy its

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- legal obligations, the Union and the University does not tolerate the abuse of drugs on its premises or activities organised by the Union.
- 3.2 The Union will act within the University's Drugs Policy, which requires that any incident be reported to the police and the institution; drugs related incidents on or around the Union or a Union run event will jeopardise the Union's Club Premises Licence.
  - 3.3 The Union will ensure that its members are aware that the institution has the power to remove any student from his/her course if involved in a drugs related incident.
  - 3.4 The Union will publicise to its members and their guests that the misuse of illegal substances on the premises, or at a Union run activity or event will not be tolerated.
  - 3.5 In the event of a member or guest being found in possession of or dealing in illegal substances the person will be put under citizen's arrest and the police and University Security will be called.
  - 3.6 Any drugs related incident will result in an immediate ban from Union premises and activities for the member involved until further disciplinary action taken by the Union as part of the Union's Disciplinary Procedure. (Members shall be responsible for the actions of their guests). The incident will also be reported to the police immediately.
  - 3.7 In the event that illegal substances are found they should be handed in to a member of Union staff, and the Bars Manager/Supervisor informed. The substance should be placed in a clean plastic bag and a label attached to it stating who found it, time and date. The bag should be placed in the bar safe and the police informed who will arrange for its collection and disposal.
  - 3.8 The Union has a moral responsibility to protect all its members and their guests from the harmful effects of illegal drugs.
  - 3.9 The Union will run Anti Drug campaigns and will highlight the issues relating to the misuse of illegal substances. The Union shall also make available information on advice and support, available for people who consider they have a drug related problem.
  - 3.10 Staff should be vigilant at all times and report any suspicions to the Bar Manager or Supervisor. Recorded CCTV will be used at Newton Park to increase the management and security of people within the bar.
  - 3.11 It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug misuse occurring outside the workplace and outside working hours impacts on performance whilst at work. Any incidences will be reported to the police and the General Manager and may result in disciplinary action by the Union.

- 3.12 The Union recognises that drug dependency is a treatable condition, and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence. The Union encourage staff to seek help voluntarily and will help put them in contact with the relevant support organisations and endeavour to do all they can to help staff through this process. Absence from work for treatment will be regarded as normal sickness, and the Union recognise that relapses may occur. A member of staff who feels that they need help with a problem can contact their Manager, the General Manager or the Membership Services Manager.
- 3.13 In the event that someone is found to be suffering adversely from effects of drink/drugs, the Union and its employees have a duty of care to ensure that the individual does not come to further harm and receives any medical attention required.
- 3.13.1 In the event of an individual requiring medical treatment as a result of drink/drugs, the duty first aider must deal with the incident and an ambulance called.
- 3.13.2 An incident report form and a Accident report form must be completed for incidents of this nature.

### **Drink Spiking**

- 3.14 The Union has a moral responsibility to protect all its members and their guests from the harmful effects drugs and in particular, drink spiking. It is an offence for a person to knowingly allow illegal drugs to be used; this should be made even more apparent when related to drink spiking.
- 3.15 One of the main forms that drinks are spiked with is more alcohol. Staff should take care and ensure that they do not allow members or guests to pour one drink into another to make it stronger. Staff must also not serve more than a double spirit in a glass or add a spirit to a bottled or draught drink.
- 3.16 Staff should be vigilant at all times and report any suspicions to the Bar Manager or Supervisor. Recorded CCTV will be used at Newton Park to increase the management and security of people within the bar.
- 3.17 The Union will run awareness campaigns and shall highlight the issues relating to drink spiking. The Union shall also make available free, or at a minimal cost, anti drink spiking devices to reduce the number of incidences.
- 3.18 The Union shall make members and guests aware that Union staff shall remove and dispose of any drinks that are unattended on tables etc. The Union will not replace these drinks as it is deemed that if left unattended for any length of time the owner no longer wants it.
- 3.19 If anyone suspects their drink has been spiked, staff should inform the Bar Manager or Supervisor who will deal with the incident, which should be reported to the police immediately.

- 3.20 Anyone suspected to have spiked a drink of another member or guest, will result in an immediate ban from Union premises and activities for the member involved until further disciplinary action is taken by the Union as part of the Union's Disciplinary Procedure. (Members shall be responsible for the actions of their guests). This is as well as the police been called.

#### 4. Smoking

- 4.1 The Union has a legal responsibility for all its staff members and guests to provide a smoke free environment for them to work and socialise in.
- 4.2 It is illegal to sell cigarettes and tobacco to anyone under the age of 18. Union staff should ensure that ID/proof of age is requested when they suspect someone is under the age of 18.
- 4.3 All enclosed areas of the Union and its vehicles shall be no smoking areas in accordance with the Law.
- 4.4 The Union shall ensure there are adequate signs telling members and guests that the Union is a no smoking area.
- 4.5 Union staff should ensure that anyone seen smoking within the Union premises is asked to stop smoking at once.

If they fail to do so or it is a second offence they should be asked to leave the premises at once by a manager or supervisor, they must asked for their name and ID and be informed that they are banned until further action is taken in accordance with the Disciplinary Procedure.

They must also be informed that details of the incident will be forwarded to relevant authorities.

A Incident Report form must be completed at the earliest opportunity.

- 4.6 Anyone found to be breaking this policy shall be immediately banned from the Union premises and activities until action is taken in accordance with the disciplinary procedure.
- 4.7 Union staff should only smoke during official breaks in designated smoking area. Staff should note that it is illegal to smoke during the service of food and drinks. Staff found to be breaking this rule shall be subject to the disciplinary procedure.
- 4.8 The Union will run Anti Smoking campaigns and shall highlight the issues relating to smoking. The Union shall also make available information on advice and support available for people who are considering giving up smoking.

**Approved by:** Executive Committee