PINEWOOD

PARISH COUNCIL

ALCOHOL, DRUGS AND WEAPONS POLICY 2026

Policy Statement

Pinewood Parish Council is committed to providing a safe, healthy and welcoming environment for all users of the Community Hall and Parish Council facilities.
The Parish Council has a zero-tolerance approach to:

- Illegal drug use, possession, supply or distribution.
- The possession or use of offensive weapons.
- Any behaviour associated with alcohol, drugs or weapons that places others at risk, causes nuisance or damages property.

This policy aims to protect the safety and wellbeing of all employees, volunteers, councillors, hirers and visitors.

Purpose

This policy aims to:

- Provide a safe environment for all users of the Community Hall.
- Promote good practice among councillors, employees, volunteers, and hirers.
- Ensure concerns are identified and acted upon appropriately.
- Set out clear reporting procedures.
- Comply with relevant legislation and guidance.

Scope

This policy applies to:

- The Community Hall and its grounds.
- Parish Council events and activities.
- Any person using, visiting or working within Parish Council facilities.

Alcohol Policy

Permitted Alcohol Use

Alcohol may only be consumed:

- When there is a Designated Premises Supervisor appointed.
- During authorised events approved by the Community Hall Management Committee or the hall hirer.
- In accordance with the conditions of any premises licence, temporary event notice (TEN), or event agreement.

Unacceptable Behaviour

The following are prohibited:

- Excessive alcohol consumption.
- Attending or remaining on the premises while intoxicated and causing nuisance, disorder or risk to others.
- Supplying alcohol to persons under the legal age.
- Bringing alcohol onto the premises.

Removal from Premises

The Community Hall staff reserve the right to:

- Refuse entry to any person who appears intoxicated.
- Require an intoxicated person to leave the premises.
- Contact the police where disorderly, threatening or unlawful behaviour occurs.

Drugs Policy

Illegal Drugs and Drug Paraphernalia
The possession, use, distribution, sale, manufacture, or supply of illegal drugs on Parish Council premises is strictly prohibited.

The possession of drug paraphernalia, including but not limited to pipes, bongs, crack pipes, scales, grinders, rolling equipment, foil prepared for drug use, and any equipment associated with the preparation, consumption, or distribution of illegal substances, is also prohibited.

Syringes and Needles
No person may bring onto the premises, possess, use, or leave unattended syringes, needles, or other injecting equipment unless required for a legitimate medical condition and used in accordance with medical guidance.

Used needles or sharps must not be disposed of in general waste bins. Individuals requiring medical injecting equipment are responsible for ensuring its safe use, storage, and disposal.
Any discarded or suspected drug-related needles, syringes, or sharps found on the premises must be reported immediately to Community Hall Management Committee and must not be handled except by appropriately trained persons.

Prescription and Over-the-Counter Medication
Users may possess and take prescribed or over-the-counter medication for legitimate medical purposes.
Individuals should:

- Store medication securely.
- Use medication in accordance with medical advice.
- Inform event organisers where medication may require emergency assistance.

Sharing or Misuse of Prescribed Medication
Any person suspected of being under the influence of illegal drugs or misusing substances in a manner that endangers themselves or others may be required to leave the premises immediately.

The sharing, selling, giving away, or offering of prescription medication to another person is strictly prohibited on Parish Council premises.

Prescription medicines must only be used by the individual for whom they have been prescribed and in accordance with medical advice. Any misuse of prescription drugs, including the use of medication without a valid prescription, may result in the individual being asked to leave the premises and, where appropriate, the matter being reported to the relevant authorities.

Medical Cannabis
The Parish Council recognises that some individuals may be legally prescribed cannabis-based medicinal products by a specialist clinician.

Individuals who are prescribed medical cannabis may possess and use their medication in accordance with the terms of their prescription and applicable law. However:

- Proof of prescription may be requested where concerns arise regarding the legitimacy of the medication.
- Medical cannabis must remain in its original pharmacy-labelled container or packaging.
- The sharing, sale, or supply of prescribed cannabis to any other person is strictly prohibited.
- Users must not smoke or vape medical cannabis inside the Community Hall building.

- Any use of prescribed medical cannabis must not adversely affect the safety, comfort, or wellbeing of other hall users.

Weapons Policy

Prohibited Items

No person may bring onto Parish Council premises any:

- Firearm or imitation firearm.
- Knife, blade or sharp instrument without lawful reason.
- Offensive weapon.
- Explosive or dangerous device.
- Any item intended to be used to threaten, intimidate or harm another person.

Exceptions

This policy does not prohibit:

- Legitimate tools carried by contractors for authorised work.
- Items required for approved activities where prior permission has been obtained and appropriate risk assessments are in place.
- Any item lawfully carried by emergency services personnel acting in their official capacity.

Discovery of Weapons

Where a weapon is discovered:

- The Police will be contacted immediately where appropriate.
- The item should not be handled unless necessary for safety.
- The area may be secured pending police attendance.
- An incident report will be completed.

Responsibilities of Hall Hirers

Hall hirers are responsible for:

- Ensuring compliance with this policy during their event.
- Supervising guests and attendees appropriately.
- Preventing illegal drug use and possession.
- Reporting any concerns relating to weapons, drugs or disorderly conduct.
- Cooperating with Community Hall staff and law enforcement.

Failure to comply may result in:

- Immediate termination of the hire agreement.
- Removal from the premises.
- Loss of future hiring privileges.
- Loss of special deposit.
- Referral to the Police or relevant authorities.

Reporting Incidents

If this Policy is breached**, w**here **illegal drugs or possession of weapons** are discovered or suspected. Staff are to report the matter to: -

- The Hire Organiser;
- The Hall & Events Co-ordinator, Bar Supervisor, Caretakers or Bar Staff working the event/hire.
- The Parish Clerk should then be informed who can direct this to The Community Hall Management Committee;
- Any substances, weapons found will be secured where safe to do so. Contact the Police to arrange appropriate collection and disposal.

- Relevant incident records will be completed.
- Individuals involved may be required to leave the premises immediately.

If this Policy is breached**, w**here **violent, threatening or intoxicated behaviour** is witnessed or suspected.
Staff are to: -

- Instruct the Hire Organiser to ask those individuals to leave the premises.
- The Hall & Events Co-ordinator, Bar Supervisor, Caretakers or Bar Staff working the event/hire are to politely ask those individuals to leave the premises during an in-house event.
- Emergency Services where there is an immediate threat to safety. In an emergency, call 999.
- The Parish Clerk should then be informed who can inform the Community Hall Management Committee;

Enforcement

The Parish Council reserves the right to:

- Refuse admission.
- Require individuals to leave the premises.
- Terminate hiring agreements.
- Recover costs resulting from damage, disorder or breaches of this policy.
- Refer matters to the Police or other appropriate authorities.

Monitoring and Review

This policy will be reviewed every two years, or sooner if required by:

- Changes in legislation;
- Health and safety requirements;
- Serious incidents; or
- Operational needs of the Parish Council.

This policy was approved by the Community Hall Management Committee on 28 July 2026

This policy was adopted by Pinewood Parish Council on 8 September 2026
Review date: September 2028