



## **MANNA HOUSE**

*Housing Advice, Advocacy and Support*

Castle Lodge, Aynam Road, Kendal,  
Cumbria, LA7 7DE

Tel: 01539 725534

Email: [info@manna-house.org.uk](mailto:info@manna-house.org.uk)

Web site: [www.manna-house.org.uk](http://www.manna-house.org.uk)

Manna House (Cumbria): Registered Charity No.  
1147785

Company Limited by Guarantee 8041498

## **Drug and Alcohol Policy & Procedures**

### **Use of drugs and alcohol**

Drugs and Alcohol must not be consumed/used on any Manna House premises by any client, staff or volunteer.

Clients, staff and volunteers should not be under the influence of alcohol or drugs when coming into the service.

Volunteers and staff are not allowed to drink alcohol whilst on shift.

### **Action to be taken if policy is breached**

If a client arrives under the influence of alcohol or drugs **AND** appears aggressive or threatening then they will be asked to leave. It may be necessary to inform the police of this decision.

If clients are found drinking on the premises, they will be asked to leave the service. This decision must be taken at the time by the Client Support Worker or other authorised staff.

If clients are found taking drugs on the premises they will be asked to leave the service.

Anyone found dealing drugs will be asked to leave the service and the police will be informed.

Volunteers who suspect that someone is violating this policy must alert the staff.

Volunteers found consuming drugs or alcohol whilst on shift will be asked to leave as will those arriving under the influence. These actions will jeopardise any future volunteering at Manna House.

In general, volunteers and staff should be alert to breaches of this policy and must not ignore obvious breaches, but are not expected to go looking for them.

Updated November 2015

Date for review – November 2018