

Alcohol, Drug & Substance Misuse Policy



Alcohol, Drug & Substance Misuse Policy

Version: V1_0 September 2017
Owner: HR/Corporate Services
Approved by: Executive Team

Alcohol, Drug & Substance Misuse Policy

<u>CONTENTS</u>	<u>PAGE NUMBER</u>
1. Purpose & Scope	3
2. Definitions	3-4
3. Consumption of Alcohol on Park Authority Business	4
4. Your Responsibilities	4
5. Common Signs and Effects of Alcohol, Drug and/or Substance Misuse	4-6
6. Identification of a Problem	6-7
7. Treatment and Assistance	7-8
8. Gross Misconduct caused by Alcohol, Drug or Substance Misuse	8
9. Related Policies	8
10. Policy Review	9
11. Equality and Diversity Impact Assessment	9
12. Best Value	9
Appendix A – Links to Agencies	10
Appendix B – Document Control Sheet	11

Alcohol, Drug & Substance Misuse Policy

1. Purpose and Scope

- 1.1 The Park Authority is committed to promoting and providing a healthy and productive work environment for you. However, it recognises that the misuse of alcohol, drugs or other substances can have a serious impact in the workplace and pose a real health and safety risk. The guidance in this policy sets out how the Park Authority will deal with instances of misuse and ensures that we as employers undertake our legal obligations to protect all staff from potential risk associated with alcohol and drugs, under the Health and Safety at Work Act 1974 and the Misuse of Drugs act (1971)
- 1.2 This policy applies to all Park Authority employees equally, and its purpose is to:
- Raise awareness of the risks, harmful effects and commonly recognised signs of alcohol, drug and substance misuse.
 - Provide clear and comprehensive guidelines for action when dealing with issues that may arise from the misuse of alcohol, drugs or other substances when these impact on the working environment.
 - Ensure you fully understand what behaviour is deemed unacceptable in the workplace and your responsibilities to arrive at work and perform your duties safely.
 - Make informal and formal support and assistance available to you with misuse problems to ensure these problems are recognised and dealt with appropriately at the earliest stage.
- 1.3 All references to “us” refer to the Park Authority and references to “you” refer to all employees of the Park Authority, volunteers, temporary staff and contractors.

2. Definitions

- 2.1 **Misuse of substances;** *Incorrect, improper or harmful use of any substance in such a way which repeatedly or intermittently adversely affects your behaviour, work performance, health and safety and or the health and safety of colleagues/others in the workplace.*
- 2.2 **Under the influence;** *There is sufficient amount of the substance in your system to produce a positive result from a medical test or breathalyser unit and/or that you exhibit erratic abnormal behaviour likely to pose a risk to others or to interfere with their job performance.*
- 2.3 **Substance Abuse;** *Is the use of illegal drugs, misuse of legal drugs or other substances such as solvents or alcohol.*

Alcohol, Drug & Substance Misuse Policy

- 2.4 **Company Premises;** *Means all property/land/vehicle owned, operated, leased by or otherwise under control of the Park Authority, in whole or part of.*
- 2.5 **Substance/drugs** – *The term drug applies to drugs controlled under the Misuse of Drugs Act 1971.*
- 2.6 **Prescribed drugs** – *This relates to over-the-counter medication and solvents all those synthetic compounds and herbal products known as New Psychoactive Substances (NPS) or ‘legal highs’.*

3. Consumption of Alcohol on Park Authority Business

- 3.1 The consumption of alcohol is not permitted when on Park Authority business whether or not this is on Park Authority premises. There may be occasions however at the discretion of the Directors or Chief Executive, when the strictly limited consumption of alcohol is approved during working hours or on work premises e.g. a leaving party for a colleague or celebration. Non-alcoholic beverages should always be available on these occasions.

4. Your Responsibilities

- 4.1 The Park Authority expects you to carry out your duties safely and to refrain from any conduct, including alcohol, drug or substance misuse, which would put yourself or others in the workplace at risk. In particular you **must not**:
- Report for work under the influence of alcohol, drugs or any substances likely to render you unfit/unsafe for work.
 - Possess, conceal, transport, use, consume drugs or substances whilst on duty (other than properly prescribed medication)
 - Drive a personal or Park Authority vehicle on business in circumstances where you would breach applicable road transport legislation driving under the influence of intoxicating substances.
 - Store drugs (other than properly prescribed drugs) or opened alcohol in personal areas such as lockers.
 - Attempt to sell or give illegal drugs or alcohol to any other colleague or other person on Park Authority premises.

5. Common Signs and Effects of Alcohol, Drug and/or Substance Misuse

- 5.1 Misuse of alcohol, drugs or substances could come to light in a variety of ways and symptoms may vary from case to case, however the following characteristics may be indicative of a problem. Similarly these symptoms may arise but be wholly unconnected with alcohol, drug or substance misuse and each case, which gives cause for concern, should be discussed confidentially with HR in the first instance.

Alcohol, Drug & Substance Misuse Policy

5.2 Absenteeism

- Instances of unauthorised absence
- Frequent Friday and/or Monday absences
- Poor time-keeping, particularly after lunch break or leaving work early
- Excessive levels of sickness absence
- Strange and increasingly suspicious reasons for absence
- Unscheduled short term absences, with or without explanation
- Unusually high level of sickness for colds, flu and stomach upsets

5.3 Work Performance

- Lack of concentration
- Problems encountered remembering instructions
- Lack of regard for health and safety of self and others
- Increase in frequency of accidents
- Unreliability and poor judgement
- Increased absence from work station e.g. frequent trips to the toilet
- Variable quality of written work and communication

5.4 Changes in Personality

- Unpredictable actions and moods changes.
- A tendency to become confused
- Unusual irritability or aggression
- Paranoia
- Deterioration/fluctuations in relations with colleagues, customers, management
- Evasiveness
- Memory loss
- Dishonesty and theft

5.5 Physical Signs

- Smelling of alcohol
- Slurred speech
- Shaking or hand tremors
- Sour breath and lack of hygiene
- Untidiness and general neglect of appearance
- Sudden weight loss/gain
- Needle marks
- Puffiness around the face
- Facial flushing
- Dilated/constricted pupils or glazed eyes
- Heavy unnatural perspiration
- Drowsiness

5.6 Physical Evidence

- Scorched tinfoil, tinfoil tubes, matchbox covers
- Syringes, needles, needle caps

Alcohol, Drug & Substance Misuse Policy

- Scorched spoons
- Small mirror, razor, straws
- Twists or squares of paper

6. Identification of a Problem

6.1 Seeking help for yourself

Asking for help is sometimes the first step in admitting that there is a problem. If you are worried about the effect of alcohol/drugs/other substances on your health and/or working life you have several options if you wish to seek help.

- Internal assistance/guidance from HR; Enquiries will be kept confidential but if work related issues arise it may be that the relevant manager will need to be involved e.g. to discuss how work is structured, leave and time off arrangements.
- Occupational Health and/or Employee Counselling. Every effort will be made to assist those seeking advice, assistance or treatment to remain at work.
- Please refer to **Appendix 1** for further information and useful contact numbers.

6.2 Colleagues

If you are concerned about the consequences at work of a colleague's suspected or known misuse of alcohol, drugs or other substances you have a responsibility for your own and others health and safety at work. If another colleague's actions or behaviour compromise health and safety e.g. colleague is driving or operating machinery under the influence, this must be brought to the attention of their line manager or HR immediately which will be dealt with confidentially and appropriately and appropriate support provided.

6.3 Managers who become aware there is a problem

There are several ways in which managers can become aware that you may have an alcohol, drug or substance misuse problem e.g. observation, complaint from a customer, confidential information from another colleague. Managers have a duty of care towards you which also includes safeguarding the health and safety of those in the workplace or others who may be affected by work.

A Manager who suspects that you may have an alcohol, drug or substance abuse problem must;

- Discuss the matter with HR before approaching you with their concern.
- The manager will then discuss the matter with you and try to establish the cause of the concern. This should be done in a private, confidential and non-judgemental way as this is a very difficult area and great care must be taken to avoid causing distress or offence. Although it should be pointed out those individuals with an alcohol, drug or substance problem will often go to great lengths to conceal the situation.

Alcohol, Drug & Substance Misuse Policy

- Draw your attention to the list of support and information sources in Appendix 1.
- If established that alcohol or drugs is or could be a problem the Manager should agree with you what follow-up action is to be taken i.e. refer to Treatment and Assistance section in 6.
- Consider, in consultation with HR and Occupational Health, the temporary relocation of duties, for e.g. if the job involves driving, until further medical or expert advice can be obtained.
- If there are additional concerns around work performance you will be informed that the Park Authority requires your performance to be improved to an acceptable standard and that failure to achieve this may result in the Park Authority's Capability Procedure being invoked. In most cases it is usually advised that this procedure is not invoked until medical advice and treatment has been received however HR will be able to advise in these circumstances.

7. Treatment and Assistance

7.1 Where an alcohol, drug or substance misuse problem is suspected or is confirmed, the Park Authority will, where possible, offer the following assistance:

- Help you to recognise the nature of the problem through referral to Occupational Health and/or the employee counselling helpline.
- Assist you to contact other relevant support services e.g. Appendix 1.
- Support you through a period of treatment. You will be granted appropriate time off, without pay, for treatment and counselling etc.
- Any absence will be treated in accordance with existing sickness absence or other leave procedures as appropriate.

7.2 Park Authority assistance will depend on:

- The Occupational Health physician diagnosing an alcohol, drug or substance related problem. Diagnosis may require liaison with your GP or other relevant agencies.
- The individual recognising that they have a problem and indicating that they are prepared to cooperate fully in referral and treatment.

7.3 The following limits to assistance may apply:

- Where you fail to cooperate in referral or treatment arrangements, no special assistance will be given and any further failure in conduct and/or work performance may be dealt with in accordance with the Park Authority's Disciplinary or Capability policy. Further encouragement and opportunity to receive assistance should be given at all stages of the invoked procedure.
- If the process of referral and treatment is completed but is not successful and failure in conduct and/or performance continues, this may be dealt with in accordance with the Park Authority's Disciplinary or Capability policy.
- Continuation in your post during treatment will depend upon the circumstances pertaining to treatment and length of treatment period.
- The Park Authority will, as far as reasonably practicable, support you to return to your substantive job, in which you were employed before the absence, or if this is not reasonably practical (for example, due to the length of absence) to

Alcohol, Drug & Substance Misuse Policy

another suitable position. This is not guaranteed, however, and will depend on the circumstances of the case and if required Occupational advice. In these circumstances the Park Authority's Capability procedure will be invoked.

8. Gross Misconduct caused by Alcohol, Drug or Substance Misuse

8.1 In line with the Park Authority's disciplinary policy, attending work and/or carrying out duties under the influence of alcohol, drugs or other substances may be regarded as gross misconduct and may lead to dismissal. As will anyone believed to be buying or selling drugs, or unlawfully in possession of drugs.

8.2 The following steps should be considered;

- Managers should never attempt to formally interview someone who is obviously under the influence of alcohol/drugs or other substances.
- Arrangements will be made for you to be escorted from the site or premises immediately.
- There may be circumstances where because of the serious nature of the incident that suspension from work (with pay) is considered. This action must not be taken without the advice of HR.
- If an accident at work has occurred managers should ensure that an HS1 Accident/Incident/Near Miss form is completed as soon as is practicably possible.
- Occupational Health advice should be sought and a referral arranged as soon as possible.
- Where it is established by Occupational Health that a drug or alcohol problem exists, and you are willing to cooperate with the subsequent appropriate treatment, the line manager will suspend any disciplinary action and provide support whilst you seek treatment. If you do not cooperate with such support any disciplinary actions may be immediately reinstated.

9. Related Policies

Capability Procedure
Disciplinary Procedure
Sickness Absence Procedure
Leave Procedure

10. Policy Review

This policy will be reviewed, and where necessary revised, on an annual basis or at least every 3 years.

Alcohol, Drug & Substance Misuse Policy

11. Equality and Diversity Impact Assessment

An initial screening process was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an on-going basis.

12. Best Value

This policy meets the use of resources and equalities aspects of best value by promoting and providing a healthy and productive work environment for all staff and ensuring equality of access to appropriate resources and support services to enable employees to meet their role requirements in accordance with our performance management system.

Alcohol, Drug & Substance Misuse Policy

Appendix A

Agencies that provide help and assistance with alcohol, drug and or substance misuse

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

Email: help@alcoholics-anonymous.org.uk

National Helpline: 0845 769 7555

Addiction www.addaction.org.uk

www.isdscotland.org/Health-Topics/Drugs-and-Alcohol-Misuse

Email: nss.isdsubstancemisuse@nhs.net

Self referral number Tel: 0800 7314314.

NHS www.nhs.uk/livewell/alcohol/Pages/Alcoholhome.aspx

Addiction helper

www.addictionhelper.com

Telephone: 0800 024 1479

Text HELP to 66777

Employee Counselling www.sg.helpeap.com

Helpline: 0800 587 5670

Alcohol, Drug & Substance Misuse Policy

DOCUMENT CONTROL SHEET

Appendix B

Prepared By	Jennefer Keenan
Date Effective From	September 2017
Review Frequency	Legislative/procedural changes
Contact	HR

Revision History:

Version:	Date:	Summary of Changes:	Name:
V1_0	September 2017	Updated	Jennefer Keenan

Approvals: This document requires the following signed approvals.

Name/Title	Date	Version
Health & Safety Committee	December 2017	V1_0

Distribution: This document has been distributed to

Name:	Title/Division:	Date of Issue:	Version:
	Uploaded to Park Central, and email advising operational managers of update		