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**Substance Misuse (Staff) Policy**

**[Date of Issue]**

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CONTENTS

[1. Introduction 3](#_Toc148008048)

[2. Policy Statement 3](#_Toc148008049)

[3. Scope 3](#_Toc148008050)

[4. Definitions 4](#_Toc148008051)

[5. Roles and Responsibilities 4](#_Toc148008052)

[6. Procedures 4](#_Toc148008053)

[7. Monitoring 7](#_Toc148008054)

[8. Related Policies 7](#_Toc148008055)

[9. Legislation and Guidance 7](#_Toc148008056)

[10. Summary of Review 8](#_Toc148008057)

# Introduction

[Company Name] is committed to providing a safe, healthy and productive working environment for all staff. This policy sets out the [Company Name]’s aims in reducing and managing alcohol and drug problems in the workplace.

Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and staff. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair coordination, judgement and decision making.

# Policy Statement

The policy will comply with all national legislation and guidance related to the abuse of alcohol and drugs by employed staff in the UK. A safe working environment will be paramount, and this policy will be regularly reviewed and updated following legislative changes.

This policy has been designed to protect staff and clients at [Company Name] from the risks and dangers associated with alcohol and drug abuse in the workplace. Also, as an inclusive and supportive employer, [Company Name] aims to help staff who may have an alcohol and/or drug abuse problem.

# Scope

This policy applies to all staff employed and contracted to work for [Company Name].

All staff will refrain from consuming alcohol and illicit substances such as illegal drugs and other substances like glue, solvents, and lighter fuel during their working day. This includes lunchtimes, being on call, and at other official breaks (paid and unpaid) including official work-based gatherings/conferences.

Although this policy does not apply directly to external contractors whilst on [Company Name]’s premises, they will be expected to abide by [Company Name]’s guidelines on alcohol and substance abuse.

# Definitions

**Alcohol abuse** - An excess alcohol intake (intermittent or continual) that interferes with an individual's health and/or social functioning, workability or conduct or behavior.

**Drugs** - Any drug, whether prescribed or illegal or solvents.

**Drug abuse** - Using illegal drugs, or the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, which interferes with a person's health, functioning, safety and/or behavior.

# Roles and Responsibilities

All Staff:

* are expected to report for work in a fit state to carry out all their work efficiently and most of all, safely
* who suspect another member of staff is not in a fit state to carry out their work correctly, or safely due to alcohol and/or substance abuse should report this to their manager immediately.

Managers and supervisors will:

* offer assistance to staff to seek and accept treatment where substance and/or alcohol abuse is suspected
* refer a staff member to the appropriate support service/department
* be vigilant of the warning signs and the effects this can have on performance, attendance, and the health of staff
* keep accurate and confidential records of incidents of poor performance, capability concerns and other problems.

# Procedures

All employers have a responsibility to look after staff' wellbeing, health, and safety.

[Company Name] will not knowingly permit the possession, sale, use and/or purchase of illegal drugs by its staff and/or contractors.

This is a disciplinary offence which could result in formal action being taken. Staff and management would be asked to refer to [Company Name]’s policy on disciplinary procedures.

[Company Name] will ensure there is appropriate training available for managers alongside the implementation of this policy and also provide information for staff on this policy.

All staff will be supported confidentially for any support offered for drug or/and alcohol problems.

If required, and where necessary, [Company Name] managers can make referrals to occupational health from managers and/or the Human Resources department (only in agreement with the member of staff). [Company Name] should recognize that alcohol and drug abuse is an illness, and they should endeavor to support those affected to seek treatment and help, while at all times safeguarding staff, client and public safety.

**Visitors and members of the public**

If a visitor/member of the public has concerns about an alcohol and/or substance abuse issue relating to a [Company Name] member of staff, they should be reported to the appropriate manager as soon as reasonably practicable.

**Procedure for Addressing Alcohol and Substance Abuse**

[Company Name] has a responsibility to ensure that standards of work and conduct are maintained in the workplace. [Company Name] will support and help staff identified as having alcohol and/or substance abuse problems wherever possible, but [Company Name] may also be obliged to deal with individuals in these circumstances under the Disciplinary Policy.

Staff who recognize they have an alcohol and/or substance abuse problem will be encouraged to seek help voluntarily.

If a manager suspects poor performance is caused by the effects of alcohol and/or substance abuse, they should meet with the member of staff to try to identify the cause of the problem and provide support. The manager will refer to appropriate support services and provide all necessary help available.

Remembering the problem should be treated as ill-health, and so absence from work for assessment and/or treatment will be treated the same as sick leave. No disciplinary action that is deemed unnecessary will be employed while the member of staff receives treatment for their problem. [Company Name] is a fair and inclusive employer and will try to help those with problems. However, if other staff and/or client safety and care are at risk, then an individual assessment may be required to assess the risk and/or issues surrounding the matter.

**Education**

The company is committed to promoting healthy lifestyles for staff

Training may be provided for managers to outline their responsibilities within policy.

**Misconduct Offences**

Alcohol and Drug offences which breach disciplinary rules will be dealt with under the [Company Name]'s Disciplinary Policy.

Where alcohol and/or substance-related problems result in unacceptable conduct, managers are expected to suspend the staff member immediately before considering invoking [Company Name]'s Disciplinary Policy.

Staff who lose their driving license and who are required to drive during the course of their duties should also be referred to the company's disciplinary policy. It will be dealt with on a case-by-case basis, in a private discussion between the individual and the manager.

**Confidentiality**

[Company Name] will ensure that any staff who have (or have had) an alcohol and/or substance abuse problem remain strictly confidential. All related documentation will be strictly under confidence and stored appropriately.

In certain circumstances, [Company Name] may be required to report the healthcare professional to their relevant regulatory body.

**Alcohol and drug abuse warning signs**

The following signs may indicate that someone has a problem with alcohol and/or drugs.

* Long-term absence from work.
* Evidence of inadequate work performanceincluding impaired concentration, memory problems and regular mistakes and/or errors in judgement.
* High 'Accident' Rate - General clumsiness and poor-coordination and accidents elsewhere, e.g. at home, travelling to work.
* Personal Appearance and Behavior - Hand tremors, slurred speech, facial flushing, blurry/bloodshot eyes, excessive sweating, unsteady on their feet. Smelling of alcohol or under the influence of alcohol at work. Poor personal appearance or hygiene.
* Coming to work with obvious signs of alcohol or drug use.

# Monitoring

The policy will be reviewed regularly and immediately if emergency legislative changes occur. Anything that appears to be omitted or requiring alteration will be addressed promptly by the manager.

# Related Policies

* Confidentiality Policy
* Disciplinary Policy
* Grievance Policy
* Health and Safety Policy

# Legislation and Guidance

**Relevant Legislation**

* The Misuse of Drugs Act 1971
* Health and Safety at Work Regulations 1992, 1999 and Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulations 1999

# Summary of Review

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