

Alcohol & Substance Misuse Policy

Policy Control

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Version Control

Version No	Date	Editor Initials	Consultation Route	Revision Description
1.0	01/09/2006	LN	Board	New Policy
1.1	04/09/2007	AM	Integrated Governance Committee	Historical no record
1.2	05/05/2009	AM	Integrated Governance Committee	Historical no record
1.3	01/09/2009	AM	Historical no record	Amendment to passages concerning representation
2.0	01/01/2012	TW	Quality & Healthcare Governance Meeting	Historical no record
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2.2	19/01/2016	HD	Quality and Standards Committee	Historical no record
3.0	19/01/2016	HD	Quality and Standards Committee	Historical no record
4.0	28/01/2019	ES	PRG, GNG, HRD	Update in line with new policy structure, update of policy name

Policy Queries: awp.hrservicecentre@nhs.net



Alcohol & Substance Misuse Policy

1. What this policy covers

The Trust aims to ensure the safety of all employees, service users and visitors by having clear rules regarding use and possession of alcohol and/or drugs.

This policy aims to support those who may have a problem, as well as explaining responsibilities of all those who work on our premises.

For the purpose of this policy:

- 'Alcohol misuse' is the drinking of alcohol so it adversely affects your work performance, conduct, attendance or normal behaviour work.
- 'Substance misuse' is the deliberate use of illegal or misuse of prescribed drugs for intoxication or any reason other than a prescribed medication.

Further information can be found at the following websites:

[🔗 Ourspace Link – H&WB](#)

2. Principles

- We will fully support those who admit to having a problem and engage positively in seeking and receiving treatment.
- Those working or volunteering on Trust premises must make themselves familiar with the requirements and standards required.
- The rules on alcohol and drugs will be strictly enforced across the Trust.

3. Responsibilities

- **Executives/Senior Management** are committed to providing a safe and healthy facility for service users and safe workplaces for our colleagues.
- **Managers** should ensure that any misuse is addressed immediately and dealt with using the strictest of confidence.

- **Trust employees** should not be in possession, under the influence or supply alcohol or illegal drugs in the workplace. You should be aware of the possible side effects of any prescribed drugs and tell your manager immediately if they may affect your work performance.
- **All Trust employees with misuse issues** are encouraged to disclose this at the earliest opportunity to ensure we can support and help you with treatment. You can speak to your manager, occupational health, union members, HR or the Health & Wellbeing lead.
- **Concerned parties** have a duty to [raise a concern](#) should you suspect alcohol or substance abuse.

4. Policy in Practice

If an alcohol and/or substance abuse problem is suspected, an initial meeting with your manager will be held to determine whether to treat this as a health or conduct issue. If there is an immediate concern over your presentation and/or behaviour, you may be sent home in a safe manner e.g. taxi, driven home etc.

4.1 Health Issue

If you acknowledge you have a problem, it may be better to support you and deal with the current situation as a health issue under the Trusts [Attendance & Health at work policy](#). You will however need to agree to obtain treatment and accept help and support offered.





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A health and wellbeing action plan will be developed in line with best practice guidance relating to [health condition management](#) where the below may be discussed:

- Depending on severity, should you be signed off sick whilst rehabilitating?
- Occupational Health/GP appointments arranged to discuss appropriate treatment, interventions or referrals.
- During any treatment, you will be expected to attend regular meetings with your manager and keep in touch. Failure to attend may be considered as rejecting support and assistance.
- If reasonable, time off will be agreed to allow you to attend treatment/appointments (with appropriate notice).
- Reviews will be held regularly (even if you are off sick) – this will check on treatment, progress and review if any adjustments may be required.
- Plan phased return programmes.
- You should not undertake any alternative employment whether paid or unpaid without consent from occupational health and your manager.
- If staying in work, we may arrange to monitor your behaviour and performance over a period of time.
- Reoccurring issues will be managed under the Trusts attendance and health at work policy unless, the situation is considered to be too serious and of a conduct nature.
- EAP counselling may be offered or you may wish to use the [confidential Support hotline](#).

4.2 Conduct /no acknowledgment of an issue

If it is considered that you are at work whilst under the influence of alcohol and/or misusing substances (or we believe you have an underlying alcohol or substance misuse problem) and refuse support you are offered, we may deal with any concerns in accordance

with the [Disciplinary Policy](#). Misuse of alcohol or substance abuse may be regarded as gross misconduct.

In cases where it is suspected that substances may have been obtained fraudulently from the Trust, these cases should be referred to the [Counter Fraud Specialist](#) and the Police. Concerns that illicit drugs may be on a Trust site will be reported to the police. Action will be taken as advised by these organisations.

Occasionally the Police/Prison services invite sniffer dogs onto premises and employees will not normally be given prior warning of this. If during the search an issue is raised concerning an employee, the Police/Prison protocol will be used and searches may take place. Disciplinary action may then also be initiated.

Please also note that within prison services all medication needs to be declared.

If the Police indicate that the employee may have been exposed to illicit drugs recently, then the individual should be made aware and reminded of the requirement of this policy. It will not be assumed that they have personally taken illicit drugs themselves.

5. Evidence of Alcohol & Substance Abuse

As an organisation we do not normally undertake screenings to detect the use of drugs, alcohol or other substances of abuse.

Evidence of an employee's intoxication could be (but not limited to):

- Behaviour & Appearance.
- Accident involvement.
- Impaired cognition, slurred speech, physical co-ordination.
- Occupational Health advice.



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We do not require objective testing to proceed and therefore they will only be used in rare situations, e.g:

- If this will aid in an individual's recovery plan.
- Suspicions that actions or omissions may have contributed to an incident or near-miss of a service user's safety but no clear clinical evidence of intoxication.
- Abnormalities of behaviour lead management reasonably to suspect that they may have the issue of 'substance misuse' but their clinical state, such as medication, epilepsy, diabetes etc. complicates the evidence.

In these circumstances, testing will be undertaken by an independent company and may include the detection of blood alcohol (zero tolerance) and/or traces of illegal drugs in breath, urine or other samples. The Trust must not use (and will immediately destroy) any incidental information about a person's health and lifestyle that may arise from the tests and which is irrelevant to their purpose.

6. Appeal

Should you wish to appeal a decision in respect of how this policy was applied, you should use the Trusts [Grievance Policy](#).

7. Monitoring

The Trust may monitor the policy through data gathering and analysis and will use frameworks such as workforce race equality standard, workforce disability equality standard, workforce reporting to identify and where appropriate address disparities between different groups.

