

Alcohol and Substance Misuse Policy	
Date Approved: 30 th March 2022	Authorised by: Hannah Bryant
Review Date: 30 th March 2023	Signed:
Page no: 1	Position: Trustee



Alcohol and Substance Misuse Policy

Policy Statement

The Avon Centre (TAC) is committed to providing a safe and positive working environment for staff and volunteers and to promoting their health, safety, and well-being. TAC understands that this can be put at risk by members of staff or volunteers who misuse alcohol and substances to such an extent that it affects their health, work performance, behaviour, or relationships. TAC will adopt a supportive and constructive approach when dealing with staff or volunteers who may be experiencing drug and/or alcohol dependencies or addictions.

It remains TAC's general expectations that no employee or volunteer will report for work while under the influence of substances or alcohol. TAC considers it unacceptable for staff or volunteers to be impaired by alcohol and/or substances during the conduct of their duties. In the case of staff this may form the basis for disciplinary action, which may lead to dismissal. In the case of volunteers this may result in their being sent home, which may lead to a ban from the premises and being prosecuted as a trespasser should they return. No alcohol is to be consumed on the premises. No drugs, other than prescribed drugs or paracetamols' etc. are permitted on site.

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It is the duty of staff and volunteers to report anyone whom they suspect of drug or alcohol abuse. Anyone suspected of this must not drive on the public roads. If they do, then the registration and details of their vehicle must if possible be noted and the police informed.

Purpose of the Policy.

This policy is designed to ensure that all employees and volunteers are aware of the risks associated with alcohol/substance misuse and the consequences, including the legal consequences, of their actions. This policy aims to:

- Ensure that employees and volunteers are aware of the consequences of drug and substance misuse in the workplace
- Ensure that employees' and volunteers' use of alcohol and/or substances does not impair the safe and efficient running of the Centre, or result in risks to the health, safety, and well-being of themselves, other employees or volunteers, site users, students, or the general public
- Help the Centre comply with all relevant legislation.

Related Policies and Procedures.

Alcohol and Substance Misuse Policy Statement.

Related Legislation.

Health and Safety at Work Act 1974.

Management of Health and Safety at Work Regulations 1999.

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Misuse of Drugs Act 1971.

Psychoactive Substances Act 2016.

Road Traffic Act 1988.

Transport and Works Act 1992.

Employments Rights Act 1996.

Equality Act 2010.

Data Protection Act 1998.

Human Rights Act 1998.

Scope.

This policy applies to all employees, volunteers, and site users.

This policy relates to all members of staff and volunteers during the hours that they undertake their duties at the Centre. What members of staff and volunteers do in their private lives is generally outside the scope of this policy unless it affects their work, interferes with the legitimate activities of staff and volunteers, risk the safety of themselves or other Centre users, staff, or volunteers, or brings the Centre into disrepute.

Definitions.

- *Substance Misuse* – drinking alcohol, taking drugs or a substance, either intermittently or continuously, such that it adversely interferes with an individual's health,

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work performance or conduct, or affects the work performance and/or safety of themselves or others.

- *Substances* – includes prescription medicines where the prescription medicines have not been prescribed for the person possessing or using them and/or such prescription medicines which are not taken in accordance with a physician’s direction. This includes any substance that produces physical, mental, emotional, or behavioural changes in the user.
- *Controlled Drug* – includes all chemical substances or drugs listed in any controlled drugs acts or regulations applicable under the law.

General Principles.

All employees and volunteers are required to familiarise themselves with this policy and comply with its provisions.

Staff and volunteers should notify management if they are taking medication that could affect their ability to work safely.

Strict confidentiality will be maintained when dealing with individuals under this policy, within the limits of practicality and the law.

Supporting Staff.

- If any member of staff or volunteer is under the influence of alcohol or a substance, then it is the

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responsibility of the manager to discuss it with them as soon as possible.

- Any employee or volunteer who is concerned that they may have a dependence on drugs or alcohol is encouraged to seek help from their GP. They should also notify the manager so that appropriate workplace support can be considered to assist rehabilitation and aid recovery.
- Any employee or volunteer who believes that a colleague is dependent on drugs or alcohol should initially encourage them to seek help. If concerns continue, or if an individual refuses to accept that there is an issue, then the employee/volunteer should share their concerns in confidence with the manager. If the manager is the concern, then the Trustees must be notified.
- If it is believed that an employee is dependent on drugs or alcohol, HR may refer the individual to the Occupational Health Service for assessment. With the consent of the member of staff concerned, advice may be sought from the individual's GP or counsellor as appropriate.
- Reasonable periods of absence for advice and treatment for dependence on alcohol or drugs will be treated in accordance with usual policies on sickness absence and time off for medical and/or counselling appointments.

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- In some cases an employee who has successfully recovered from a dependency on alcohol or drugs may become unable to continue working in a particular environment due to possible relapse. In such cases and wherever possible a suitable alternative post may be sought.

Disciplinary Action.

- If a disclosure of alcohol or drug dependency is made as a mitigating factor during any disciplinary or other formal action, the action may be suspended for an appropriate period to allow the individual to seek treatment and support, such as attendance at a rehabilitation programme, or other intervention.
- If, because of alcohol or drug dependency, an employee or volunteer behaves or undertakes their work in such a way as to endanger the health and safety of themselves or of others, prompt corrective action will be taken to prevent damage being done. In such situations, although the drug or alcohol dependency will be considered, the individual may still be sanctioned in relation to any consequential behaviour where there are health and safety risks.