


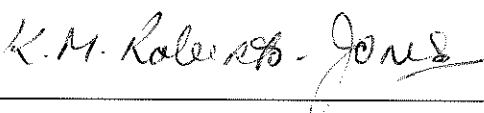
Brynlywarch Hall School



ALCOHOL AND DRUG POLICY

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed		Headteacher
Signed		Chair of Governors
Dated:	1996 April 2016	
Date of Review:	April 2019	

Policy Statement

Powys County Council is committed to ensuring that its staff enjoys a safe and healthy working environment. So that alcohol and drugs do not compromise this aim, all workplaces within Powys County Council will be expected to conform to the requirement of this policy.

Powys County Council views being in work while under the influence of alcohol or drugs as a threat to the health and well being of its employees, customers and visitors.

Powys County Council encourages employees who are experiencing difficulty with the use of alcohol or drugs to access appropriate professional support and treatment.

Powys County Council will help and support staff who may be experiencing problems relating to the use of alcohol or drugs. Powys County Council will help and support them in their attempts to tackle their use of alcohol or drugs through its Occupational Health provision. Any information relating to an employee's medical condition will be treated as confidential.

Intermittent or inappropriate use of alcohol or drugs will normally be considered as a misconduct issue.

1. Scope of this policy

The policy applies to:

- all staff
- all contractors working on Powys County Council sites, including agency workers
- all visitors to Powys County Council sites and premises

2. Responsibilities

- individual members of staff are responsible for complying with this policy
- managers at all levels must ensure that all individuals are aware of the policy
- line managers are responsible for enforcing the policy
- the Health and Safety Policy Development Group is responsible for reviewing and revising the policy

3. Key Provisions

3.1 Powys County Council does not permit any employee to be under the influence of alcohol or drugs during their normal working day. This applies to activities being undertaken on Powys County Councils' premises, work undertaken on other premises on behalf of Powys County Council, or in vehicles being used as part of the persons work.

3.2 Members of Powys County Council staff may not consume alcohol either on or off Powys County Council premises during the course of the normal working day or during meal or rest breaks.

3.3 Any member of Powys County Council staff who is suspected of being at work while under the influence of alcohol or drugs will be asked to leave the premises. The incident will be subject to a full and thorough investigation which may lead to disciplinary action being taken.

3.4 Where a contractor or agency worker is deemed to be working while under the influence of alcohol or drugs he/she should be asked to stop work immediately. The incident should be investigated and discussed with the employing organisation.

3.5 Where a visitor is deemed to be under the influence of alcohol or drugs he/she should be asked to leave the premises or site immediately.

3.6 Certain work activities become far more hazardous if alcohol has been consumed by those undertaking the activity. The consumption of alcohol prior to these activities or other similar activities is strictly prohibited and will lead to disciplinary action being taken. Examples of these include:

- Driving a motor vehicle on Council business;
- Operating power machinery where there could be a risk to safety such as grass cutting equipment, chainsaws, wood working machinery etc.;
- Working at height;
- Working on or near the highway;
- Where the activity could affect the Council's reputation when dealing with the general public or other persons not in the Council's employment.

3.7 Disciplinary action in accordance with the Council's Disciplinary policy may be taken against members of staff who fail to comply with this policy.

Appendix 1

Guidance Notes

All managers are responsible for taking action if an employee is identified as having a work problem which may be associated with alcohol or drugs.

Advice and support should be made available to employees with a suspected alcohol or drug related problem even though the problem may not be affecting performance.

Employees who suspect or know they have an alcohol or drug problem are encouraged to seek specialist help voluntarily. The Council's Occupational Health Service will be able to provide advice on where to gain specialist help.

Where an employee believes a colleague may be suffering from alcohol or drug related problems he/she should encourage their colleague to seek help from those sources mentioned above.

Appendix 3 of this policy includes external sources of support and advice on alcohol and drug related matters.

Encouragement to seek and accept help is on the understanding that employees, while receiving help, will be entitled to their contractual sickness benefits and pension rights as provided in their terms and conditions of employment.

During the course of any disciplinary intervention, it may be appropriate to refer the employee to a specialist external agency. If in these circumstances, an employee refuses referral the appropriate disciplinary action will be taken. If an employee accepts referral and an alcohol or drug problem is diagnosed, steps will be taken to ensure that the employee is provided with appropriate assistance.

The employee may be asked to satisfy the Council that they are co-operating with an appropriate treatment programme. If an employee refuses to co-operate with an appropriate treatment programme disciplinary procedures would continue.

Managers will need to work closely with employees during the recovery period to monitor performance and provide support where necessary. Where it is apparent that an employee is unable to overcome his/her alcohol or drugs problem then the Capability Policy and Procedures should be followed.

Appendix 2

Definitions

Drugs " *The scientific definition of a drug is that it is a substance that by its chemical nature affects the structure or function of a living organism*" (From Dusek and Girdano 1993). It alters the way in which the body or mind works.

The term *drug* applies to alcohol, drugs controlled under the Misuse of Drugs Act 1971, prescribed drugs, over the counter medication and solvents. It is acknowledged that nicotine and caffeine are also drugs, but these are not covered by this policy. The Council has a separate Smoke Free Workplace Policy.

Prescribed Drug A drug that is obtained on prescription. This may refer to methadone, tranquillisers and anti-depressants.

Pharmacy only Drugs: Drugs which can be purchased without a prescription but only from a pharmacy.

Over the counter (OTC) and drugs Drugs that are available from pharmacists without a prescription e.g. proprietary cough and cold medication.

Inappropriate use: The term is defined as, "*Using a drug or alcohol in a way that affects an individual's ability to do their job effectively, reporting for work, working or attempting to work whilst impaired through drink or drugs, dispensing, distributing, manufacturing, possessing, using, selling or offering to buy or sell a controlled drug*".

Recreational use :The use of drugs or alcohol for pleasure or leisure. The term is often used to denote the use of E (ecstasy) and other "dance" drugs. It implies that drug use has become part of a person's lifestyle even though they may only take drugs occasionally.

Problem use Refers to drug use and alcohol use which could be either dependent

or recreational. It is not necessarily the frequency of the drug or alcohol use that is a problem, but the medical, legal, social and employment consequences that affect the user's life.

Compulsive use Compulsive users are either physically and or psychologically dependent on their habit.

Dependence Describes a compulsion to continue taking a drug to feel good or avoid feeling bad. When this is done to avoid physical discomfort it is known as physical dependence, when it has a psychological aspect (the need for stimulation or pleasure or to escape reality) then it is known as psychological dependence.

Addiction Implies that a drug dependency has developed to such an extent that it has serious detrimental effects on the user.

Hard drugs: A term in common use which refers to drugs which are seen to be more dangerous and more likely to cause dependence such as heroin and cocaine.

Soft drugs: A term in common use which refers to drugs that are seen to be less harmful.

Although in common use the terms "hard" and "soft" can be misleading as it is the way that the drugs are used and the circumstances around their use that cause harm and associated problems, not the substances themselves. For example Rohypnol, a legitimate drug used in the short-term treatment of sleep disorders that has been abused for more sinister purposes.

The term drug misuse is often used to refer to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

In this policy the preferred term is inappropriate use.

Appendix 3

Where to get further support and information

Alcohol Concern for Wales

Floor 8

Brunel House

2 Fitzalan Road

Cardiff

CF2 1ER

Tel No: 01222 48800

Alcoholics Anonymous

200 Seagrove Road

London

SW10 9SQ

www.hse.gov.uk/pubns/indg240.htm

"Don't mix it! A guide for employees on alcohol at work."

National Assembly for Wales

Health Promotion Division

Cathays Park

Cardiff

CF10 3NQ

Tel No: 02920 82511

www.hpw.wales.gov.uk

Drugscope

32 - 36 Loman Street

London

SE1 0EE

Tel No: 020 7928 1211