

Alcohol and Drugs Misuse Procedure



ADAM SMITH COLLEGE
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1.0 INTRODUCTION

Alcohol and drug misuse affects performance, conduct and relationships at work and at home. Staff who develop alcohol or drug related problems cause harm to themselves and to others.

Under the Health and Safety at Work Act (1974) the College has a duty to ensure the health, safety and welfare at work of all their staff and other persons including students, visitors and contractors using the premises. The Act places a general duty on staff to take reasonable care of their own health and safety and of any other persons who may be affected by their acts or omissions whilst at work. Adam Smith College therefore considers it has a responsibility to promote good health by raising the awareness of staff and students as to the risks of alcohol and drug misuse and by offering counselling for those who have a drink or drug problem.

In addition to its Health and Safety responsibilities, the College is obliged to comply with the Misuse of Drugs Act and notify the police if a member of staff, student or any other person is found to be in possession of drugs or to be supplying or producing illegal substances.

All staff are expected to attend work not suffering from the ill effects of alcohol or drugs. The misuse of alcohol or drugs does not exonerate an individual from the results of their actions or from disciplinary action.

2.0 AIM

The College discourages excessive and/or inappropriate consumption of alcohol, and is committed to operating in a drug free environment. In this respect the College will pay particular regard to its responsibilities under the Health and Safety at Work Act 1974.

This procedure sets out clear standards of conduct in relation to drug and alcohol use, and offers support avenues to individuals seeking help for drug or alcohol problems.



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- Any individual who is in possession of or is supplying illegal substances will be referred to the police.
- Should a staff member be deemed incapable of performing duties safely and competently due to alcohol or drugs, they will immediately be removed from duty.

The College assists with the rehabilitation of staff voluntarily seeking help for alcohol or drug related problems. As part of this policy the College is committed to improving the awareness of all staff to the problems and consequences of alcohol and drugs and to providing appropriate training. Staff are encouraged to seek assistance at the earliest opportunity so that any problems can be handled sympathetically.

Dissemination of information and the promotion of awareness will be available through training, events and other initiatives of the Organisational Development Manager.

2.1 Specific Objectives

- promote awareness and prevent alcohol and drug addiction
- identify and provide help and support to those with an alcohol or a drug related problem
- indicate restrictions on drinking alcohol at work
- safeguard staff, students and others from the hazards of alcohol and drug abuse

3.0 STUDENTS

Although the procedure is directed at employees, the College has a duty to safeguard all those using its premises.

Any student believed to have an alcohol or drug related problem should seek advice from Guidance Staff and refer to the Student Alcohol and Drug Misuse Policy.



A student believed to be under the influence of alcohol, drugs or other substances when attending lectures or practical workshops should be told to leave the session, and the student disciplinary procedure implemented. If the student is under 16 or a school pupil at the College, or a vulnerable adult, the Misuse of Drugs and Alcohol Procedure (Students) should be followed.

4.0 WORK-RELATED PROBLEMS WHICH MAY BE CAUSED BY ALCOHOL OR DRUG ABUSE

Listed below are examples of the kind of symptoms which may manifest in someone with an alcohol or drug related problem. Clearly, cases vary and not all these will apply in every instance. Similarly these symptoms may arise but be wholly unconnected with alcohol or drugs in which case developments which give cause for concern should be addressed appropriately.

Absenteeism/Irregular Attendance

- multiple instances of unauthorised leave
- frequent Monday or Friday absences
- improbable reasons for absences
- unusually high absenteeism, e.g. for colds, flu, gastritis and general malaise.

Reporting for Work

- excessive lateness, for example on Monday mornings or returning from lunch
- arriving at work under the influence of alcohol or drugs
- smelling of alcohol
- unkempt appearance/lack of hygiene.



Absenteeism whilst at work

- repeated absences from the post, more often than reasonably necessary
- frequent trips to the cloakroom
- overlong tea/coffee breaks
- incapacity due to the influence of alcohol or drugs
- leaving work early.

Lack of concentration and confusion

- work requires greater effort
- jobs take an unreasonable time to complete
- difficulty in recalling instructions and details
- increasing difficulty in handling complex assignments
- difficulty in recalling errors.

Spasmodic work patterns and deteriorating performance

- alternate periods of high and low productivity
- increasing general unreliability and unpredictability
- missed deadlines
- mistakes due to inattention or poor judgement
- complaints about performance
- improbable excuses for poor performance

Poor employee relations

- over-reaction to real or imagined criticism
- unreasonable resentment
- irritability
- complaints from colleagues about behaviour
- attempts to borrow money from colleagues
- avoidance of manager or colleagues



Managers who identify or suspect a member of staff of having a drink or drug related problem should encourage the seeking of help at an early stage. Further advice can be sought from the HR Team.

5.0 RESTRICTIONS ON DRINKING ALCOHOL AT WORK

It is the responsibility of each individual member of staff to maintain appropriate standards of conduct ensuring a safe and satisfactory working environment.

As a guide the following should be noted:-

Unless sanctioned for hospitality reasons staff may not consume alcohol during normal working hours nor should they be incapable of work due to consumption of alcohol or non-prescribed drugs. Failure to observe these requirements may lead to an allegation of Gross Misconduct.

Drinking alcohol is to be avoided in any situation where, as a direct consequence, the safety of the individual, colleagues, students or others is put at risk. Examples include: driving, use of dangerous or potentially dangerous work equipment, working at heights, handling loads, working with dangerous liquids, and any activity identified by risk assessment.

Staff should not allow any personal consumption of alcohol to impact on the high quality of service expected by the College.

Extreme caution in drinking should be exercised where services, including official hospitality, to students, employees or visitors are involved and/or where the welfare of any individual may be put at risk.

Individuals can be held personally liable on the grounds of contributory negligence in the event of an accident which causes harm to themselves or others and where drinking is considered to have been a factor.



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Individuals are not obliged to work with someone who has consumed alcohol or drugs if they consider that by doing so they put themselves or others at risk. Anyone in this position should immediately report the matter to their line manager or senior member of staff.

Individuals considered incapable of performing duties safely and competently due to alcohol (or drugs) consumption should immediately be removed from duty and the HR Team consulted.

For further guidance and interpretation on any aspect of the above please consult as appropriate with the College's Health Safety and Environment (Office or Team) or the HR Team.

Disregarding instructions in respect of restrictions on drinking may lead to disciplinary action being taken. (Please refer to the Disciplinary Procedure.)

6.0 CATEGORIES OF ILLEGAL DRUGS

Unlike drinking alcohol, there are no sensible intake levels for drugs and many are illegal. The Misuse of Drugs Act 1971 defines three categories according to their relative harmfulness when abused.

- *Class A* includes cocaine, ecstasy, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of class B drugs.

A conviction for possession can lead to a maximum of 7 years in prison and a fine.

- *Class B* includes oral preparations of amphetamines, benzodiazepines, codeine and methaqualone.

A conviction for possession can lead to a maximum of 5 years in prison and a fine.



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- *Class C* includes most benzodiazepines (sleeping pills, tranquillisers) cannabis, cannabis resin and the less harmful amphetamines.

A conviction for possession can lead to a maximum of 2 years in prison and a fine.

Selling or trafficking drugs can lead to a maximum of 14 years in prison and a fine. If an employee or student is found in possession of drugs or is found to be trafficking in drugs it will be considered Gross Misconduct and, as an alleged criminal offence, the police will be notified.

7.0 MEDICATION AND OTHER SUBSTANCES

Prescribed medication and some over-the-counter drugs such as antidepressants, sleeping pills or hay fever remedies can cause drowsiness and loss of concentration. These effects may be intensified if even small quantities of alcohol are also consumed. These side effects increase the risk of accidents particularly for staff operating machinery or working at heights. Staff taking medication are advised to ascertain potential side effects from their GP or pharmacist and to inform their line manager if there are any safety implications.

Everyday substances such as cleaning materials and glue have an addictive potential. Appropriate risk assessment and care should be taken when they are in use. Staff should ensure that they are familiar with the appropriate risk assessment and COSHH procedures, which relate to their responsibilities.

8.0 PROCEDURE FOR DEALING WITH ALCOHOL AND DRUG DEPENDENCY

- (i) Staff who believe they have an alcohol or drug related problem are encouraged to seek confidential help and treatment. An individual may consult, in complete confidence, the HR Manager and, in such circumstances,



be accompanied by a trade union representative or colleague. The member of staff may in turn be referred to the College's Occupational Health Adviser. Any time off required for treatment will fall within the sick leave arrangements. Time off with pay will be given if the member of staff is required to attend appointments at a clinic during working hours.

- (ii) A Director or Line Manager who believes a member of staff has an alcohol or drug related problem should encourage the individual to seek help and refer them to the HR Team. If the problem is clearly prejudicial to a member of staff's effectiveness in their work, then the Line Manager has a duty to intervene by taking the matter to the HR Team.
- (iii) Where the effects of alcohol or drugs mean that the member of staff is unfit or unsuitable to resume the same job during or following treatment, medical advice will be sought. Where possible every effort will be made to find suitable alternative employment.
- (iv) The responsibility for accepting treatment will remain with the individual member of staff.
- (v) The College guarantees that, while the staff member is receiving treatment, his or her present job will be retained so long as there is a gradual return to satisfactory work performance within a reasonable period of time (see vi), and provided that this does not constitute a breach of legal requirements.
- (vi) The College will consult the member of staff and will ask the Occupational Health Adviser for advice concerning the time period which should be allowed for a return to satisfactory work performance and, with the Occupational Health Adviser, will regularly review the progress of staff during and after treatment. The member of staff will be kept informed of the content of these discussions.



- (vii) The work record will continue to be the responsibility of the staff member. If there is no improvement in work performance within a reasonable time period (see vi), the normal disciplinary and dismissal procedures will be followed.
- (viii) Where work performance is unsatisfactory due to an alcohol or a drug related problem and the individual refuses assistance, denies the alcohol or drug problem or discontinues a course of treatment and reverts to unsatisfactory levels of performance and/or conduct then the normal disciplinary procedures will apply. In appropriate cases the requirement to undertake treatment will form part of any disciplinary action taken.
- (ix) Where it is determined, upon medical advice that an individual is no longer capable of continuing in the post, the College will consider whether there are any other suitable positions available. If there are no suitable alternative positions available the College may terminate the employment of the individual subject to the terms and conditions of employment.
- (x) Relapse

Where a member of staff, having received treatment, suffers a relapse, the College will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/ rehabilitation time is likely to be required for a full recovery. At the College's discretion, more treatment or rehabilitation time may be given in order to help the employee to recover fully.
- (xi) Recovery Unlikely

If, after a member of staff has received treatment, recovery seems unlikely, dismissal may result, but, in most cases, a clear warning will be given to the staff



member beforehand, and a full medical investigation will have been undertaken.

(xii) Confidentiality

Confidentiality will be maintained at all times, subject to the requirements of the Procedure.

9.0 RESPONSIBILITIES

Institute Directors and Directorate Managers have a responsibility:

- to make themselves familiar with this Policy,
- to ensure that their staff are aware of and understand the Policy,
- to be alert to possible alcohol and drug misuse in their area(s),
- to take an objective and non-judgmental approach when investigating or taking action on any potential or actual case of alcohol or drug misuse,
- to identify any aspects of the working environment which could lead to alcohol or drug misuse problems and take steps to change them, where possible.

Trade Union Representatives have a responsibility:

- to encourage their members to seek voluntary help where appropriate,
- to remind members of their rights and responsibilities under this Policy,



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INSPIRING LEARNING

- to encourage members to take part in educational and training programmes, where these are offered and are appropriate,
- to represent members, if requested, in any problem or dispute about the application of the Policy.

All members of staff have a responsibility:

- to be familiar with the Policy,
- to attend work unimpaired by the effects of alcohol
- to act responsibly when using alcohol,
- to avoid covering up for or colluding with any colleague who has a misuse problem,
- to refer to management instances of alcohol or drug misuse,
- to urge colleagues to seek help if they have or may have alcohol or drug misuse problems,
- to seek help if they themselves have or may have problems related to alcohol or drug misuse.

This Policy is subject to review and amendment as appropriate.

Useful Contact Organisations are listed on page 13.

CH/Alcohol & Drugs Mar06/J/WL



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| <p>Frank about Drugs (Helpline) <i>Tel: 0800 776600</i> Free, confidential, 24 hours a day <i>e-mail: frank@talktofrank.com</i></p> | <p>The Scottish Drugs Forum Shaftesbury House 5 Waterloo Street Glasgow G2 6AY <i>Tel: 0141 2211175</i> <i>Fax: 0141 2486414</i> <i>e-mail: enquiries@sdf.org.uk</i> The SDF can provide advice on drug agencies and local drug services in Scotland and details of your nearest Drug Action Team.</p> |
| <p>Fife Intensive Rehabilitation & Substance Misuse Team (First) 3 South Fergus Place Kirkcaldy KY1 1YA <i>Tel: 01592 585960</i> <i>Fax: 01592 585965</i> <i>e-mail: enquiries@firstforfife.co.uk</i> <i>web: www.firstforfife.co.uk</i> Contact: Service Manager</p> | <p>Drugs Education & Liaison Training Agency (DELTA) 16 Church Street Glenrothes KY7 5ND <i>Tel: 01592 611733</i> <i>Fax: 01592 562111</i> Contact: Project Manager</p> |
| <p>Drug & Alcohol Project (Levenmouth) 2 Parkdale Ave Leven KY8 5AQ <i>Tel: 01333 422277</i> <i>Fax: 01333 422288</i> <i>e-mail: daplevenmouth@yahoo.com</i> Contact: Project Manager</p> | <p>Community Drugs Team (Fife) Fife NHS Addiction Services Cameron Hospital Windygates Fife KY8 5RR <i>Tel: 01592 716446</i> <i>Fax: 01592 716759</i> Contact: Clinical Services Manager</p> |
| <p>West Fife Community Drugs Team 94 Pittencrieff Street Dunfermline KY12 8AN <i>Tel: 01383 732613</i> <i>Fax: 01383 731057</i> <i>e-mail: westfife.drugs@virgin.net</i> Contact: Co-ordinator</p> | |