

Alcohol and Substance Abuse Policy

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	Jan 15	Staff Forum	Comments made and included in the draft policy.
Draft v0.1	April 15	CCG Executive	Approved further to addition of legal highs on page 4 and 9. Agreed to developing prevention campaigns with the LA public health department.

Analysis of Effect completed:	By:	Date:
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1.0 Alcohol and Substance Abuse

1.1 The misuse of any substance in the context of this policy is defined as:

“Behaviours resulting from the misuse of alcohol, drugs or other substances which harm or have the potential to harm the individual (either physically or mentally) and, through the individual’s actions, other people and the environment.”

1.2 The misuse of any substance may result in the following effects:

- Lateness and absenteeism;
- Loss of productivity and poor performance;
- Health and safety concerns;
- Unacceptable behaviour or poor conduct;
- Adverse effects on team morale and morale of colleagues;
- Adverse effects on the CCG’s image and customer relations.

This list is not exhaustive.

1.3 Attendance at work under the influence of any substance, which could impair performance or affect health and safety at work, is considered a disciplinary offence constituting **Gross Misconduct**, which may result in dismissal.

1.4 No alcohol or other illegal or legal highs should be consumed on CCG premises.

1.5 Alcohol and other illegal or legal substances will not be consumed during working hours, including lunch breaks and other rest periods. There will be no exceptions to this rule. This includes any special functions organised as part of work or on a social basis on work premises. Employees should refrain from alcohol / substance use for a reasonable period before commencing their duties / shift to ensure that there are zero levels within their system.

1.6 All employees are individually responsible for taking all reasonable precautions to ensure their fitness for work. Managers may, however, periodically wish to remind employees of their individual responsibility for this.

1.7 The CCG is committed to supporting employees and where a dependency is identified can arrange independent drug and alcohol testing, to support both the organisation and employee’s wellbeing.

- 1.8 The Occupational Health Provider can provide random tests on individuals or a more comprehensive service where a need is identified.

2.0 Identification by the Employee

- 2.1 Employees who suspect or know that they have an alcohol or substance related problems are encouraged to seek assistance voluntarily either via their manager, Occupational Health or trade union/ professional representative or through any agency of the employee's own choice. A list of organisations and agencies can be found in **Appendix B** of the policy.

3.0 Identification by the Manager

- 3.1 It may be very difficult for employees to admit to themselves or others that their alcohol/substance misuse problem is out of control. Employees need to know that any problems will be treated as a health problem rather than a cause for disciplinary action (see Managing Attendance Policy). Managers should consider the following summary checklist:
- find out if there is a problem
 - make a list of who you need to contact or consult with
 - look at how you can make sure the employee is contacted and offered help.
- 3.2 A manager may suspect the presence of a drinking or drug problem on the basis of poor work performance, uncharacteristic and unacceptable behaviour, increased absence or accidents at work or becoming aware of the smell of alcohol. It is important that any manager is aware that they are not responsible for the diagnosis of the problem. This should be either identified by the employees themselves or through the Occupational Health Provider. Any interview should be undertaken in the context of trying to rectify work-related difficulties and the exploration of potential reasons for this.
- 3.3 As soon as a manager becomes aware or is made aware that an employee may have an alcohol/ substance misuse problem, the manager should after sensitive discussion with the individual, encourage them to seek voluntary help by contacting the Occupational Health Provider or other appropriate source of help (see Appendix B) rather than automatically referring the individual to the Occupational Health Provider. Managers should conduct a risk assessment if it is identified that an individual has an alcohol or substance misuse problem. All requests for help will be dealt with in the strictest confidence and will not jeopardise an individual's current position or promotion opportunities. A manager can also seek support and advice from the HR Provider.

- 3.4** It is the responsibility of the employee to decide whether or not to receive specialised counselling and / or treatment. Employees will not be required to comply with a treatment programme, which they do not want.
- 3.5** In cases where an employee is or wishes to receive specialised counselling and treatment they may be granted sick leave under the CCG's sick pay scheme. It should be appreciated that treatment interventions in the management of problems are rarely time related and it is usual for an individual to need a period of intensive counselling and support, followed by ongoing review or gradual return to work. The individual may need to attend sessions of counselling or follow-up care. This approach ensures that an individual may return to work as quickly as possible as well as continuing to receive support during the first few months after the problem has been identified, which is when the chances of a relapse are the highest.
- 3.6** It is accepted that there will be occasions when relapses occur. In the event of a relapse further opportunity of help will be offered in cases where the employee's circumstances indicate that this is likely to be successful. Advice would be sought from occupational health.
- 3.7** If an employee highlights an issue about a colleague the manager must talk to the affected employee in a private room as quickly as possible. It would be preferable to have two employee members present to allow for a quick assessment of the employee.
- 3.8** If it is felt that there is a possibility that the employee is under the effect of alcohol, drugs or any other substance suitable arrangements are to be made to ensure they get home safely and that they are referred to occupational health. If the employee is insistent that they are fit to drive when you are not comfortable to allow this the manager must notify the police.

4.0 Identification by the colleague

- 4.1** Every employee has a duty of care towards themselves and others within the workplace from a health and safety perspective, in addition to the care we deliver to patients and service users.
- 4.2** When an employee reasonably considers that a colleague *may have a substance misuse problem*, they need to carefully reflect on their responsibilities and take appropriate action, which may be:
- discuss the issue with their line manager confidentially to ascertain the best way forward.
 - approach their colleague's line manager confidentially.

- 4.3 Where an employee reasonably believes that a colleague *is under the influence of drugs or alcohol at work* that employee has a responsibility to inform their manager.

5.0 Role of the Occupational Health Provider

- 5.1 To accept self-referral from employees who are worried about their own alcohol and substance abuse and to advise them of appropriate sources of help.
- 5.2 To accept management referral for employees who are suspected of having an alcohol/substance problem.
- 5.3 To assess self-referral or referred employees under the policy in strict confidence.
- 5.4 To advise the management and the HR provider in all matters relating to the continued care of an employee at work, while maintaining confidentiality
- 5.5 During a period of intervention agreed by Occupational Health the employee will be entitled to certificated sick leave, time off work and redeployment if possible and appropriate.
- 5.6 Occupational Health is responsible for monitoring the health and welfare of an employee during this period and will arrange with the manager concerned the necessary leave of absence. Occupational Health will also co-operate with offering other types of support and assistance in the workplace as required.

6.0 Police Intervention

- 6.1 The possession of, supply of, or intent to supply, of certain drugs is illegal or legal . If the manager is aware or reasonably suspects that an employee is acting in an illegal or legal manner the involvement of the police should be sought. Prior to doing this, advice should be sought from the HR department wherever possible.
- 6.2 Regardless of the police decision to institute proceedings, managers must themselves consider what further investigations and actions are needed internally.

7.0 Professional Bodies Involvement

- 7.1 Such incidents involving allegations of professional misconduct relating to the possession or use of illegal or legal substances by a registered healthcare professional will be reported to the appropriate statutory body.

8.0 Role of Staff Side/ Representatives

8.1 The CCG encourages staff side/representatives to:

- Inform the workforce of the principles and procedures of the policy and encourage employees who may have an alcohol / substance misuse problem to seek help voluntarily.
- Represent members, if requested by them to do so, at any stage of the procedure.
- Provide support and follow-up in appropriate cases to assist in the rehabilitation of any of their members within the framework of this procedure

9.0 Refusal to accept an offer of help

9.1 If an employee denies having an alcohol / substance problem and gives no reason or explanation for their poor performance / behaviour, any issues will be dealt with under the Managing Work Performance or Disciplinary Policy. As part of this process managers should refer the individual to Occupational Health.

10.0 Information and Training

10.1 Prevention campaigns will be staged periodically as part of the CCG's overall health and safety communication procedure. These will be led by the LA public health department.

10.2 Training will be provided to line managers and employee in order to assist them in the early identification of substance misuse. Interviewing and counselling techniques will also be developed to ensure that employees can be dealt with tactfully, sympathetically, and firmly.

10.3 A range of supporting agencies can be found in **Appendix A**.

11.0 Record Keeping

11.1 Confidential records will be retained to demonstrate that the CCG has taken all reasonable and practicable precautions to safeguard the health, safety and welfare of employees and members of the public. This would include details of training and awareness seminars given to employees. Please refer to HR Management of Information & Records Policy.

11.2 Where it has become necessary to discuss an alcohol and/or substance misuse issue with an employee arising from a management referral under this policy or the CCG's Managing Absence Policy, written notes will be retained on personal files, but the CCG acknowledges it has an obligation to maintain medical confidentiality.

11.3 Where disciplinary action has been required, the records retained will be in accordance with the CCG's Disciplinary Policy and Procedure.

12.0 Safe Working Methods

12.1 The following procedures must be complied with:

- Alcohol or illegal or legal highs must not be taken or brought onto CCG premises with the intention to consume;
- Employees must not report for work under the influence of substance misuse (alcohol, drugs or solvent inhalation);
- Employees must request advice from their GP for possible side-effects of prescribed drugs and inform their line manager e.g. drowsiness impaired reflexes;
- Employees must not drive or operate machinery if under the influence of a substance that would inhibit their ability or judgement.
- Employees are encouraged to seek assistance if they believe they have or are developing a substance dependency problem;
- Employees must be alert to substance misuse symptoms and offer support and advice to colleagues if it is suspected that they have a problem - it is a misapprehension that "turning a blind eye" will protect them. Silence may cause them more harm;
- All employees must adhere to the obligations placed upon them under the Health and Safety at Work Act etc. 1974, which requires them to take reasonable care of themselves and others who may be affected by their acts or omissions at work;
- Further information regarding prevention of alcohol and substance misuse and the **consequences** of such **misuse** is available, in confidence, from the Occupational Health Provider who will liaise with external organisations as appropriate

APPENDIX A**Supporting Agencies & sources of confidential help****Internal**

Occupational Health
Human Resources
Managers

Local

General Practitioners

Local and National Helplines

Adfam Tel: 020 7928 8898

Website: www.adfam.org.uk

Adfam is a national charity working with families affected by substances and alcohol. The website has a database of local family support services.

Al-Anon Tel: 020 7403 0888

Website: www.al-anonuk.org.uk

Al-Anon helps families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend.

Alcoholics Anonymous Tel: 084 5769 7555

Website: <http://www.alcoholics-anonymous.org.uk/>

Alcoholics Anonymous is a fellowship of men and women who share their experiences, strength and hope with each other so that they may solve their common problem and help others to recover from alcoholism.

Chrysalis Drug Project Tel: 019 9253 8638

Address: 2a Priory Street, Hertford, Hertfordshire, SG14 1RN

Currently Chrysalis offers a broad range of services to people, living or working in the community, affected by drug use.

Cocaine Anonymous Tel: 080 0612 0225

Website: <http://www.cauk.org.uk/index.asp>

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other so that they may solve their common problem and help others to recover from their addiction.

Drinkline Tel: 080 0917 8282

Drinkline is a free and confidential helpline for anyone who is worried about their own or someone else's drinking.

Employee Assistance Helpline Tel: 0800 328 1437

Website: www.employeeassistance.org.uk

The Employee Assistance Helpline is a confidential support service, providing practical information, legal advice and professional counselling that can help individuals cope with a variety of personal, family and workplace issues.

The online access code for this service is hCCG070eap

Narcotics Anonymous Tel: 084 5373 3366

Website: <http://www.ukna.org/>

Narcotics Anonymous is a fellowship of men and women for whom drugs had become a major problem. The meetings held are for recovering addicts.

Quitline Tel: 080 0002 200

Website: <http://www.quit.org.uk/>

Quitline is a charity that helps smokers to stop smoking.

Release Tel: 080 0450 0215

Website: www.release.org.uk/

Release offers help, advice, information, support and referral to people affected directly and indirectly by drugs use.

Re-Solve Tel: 01785 810762

Website: www.re-solv.org

A charity dedicated to the prevention of solvent and volatile substance abuse.

Samaritans Tel: 084 5790 9090

Website: <http://www.samaritans.org/>

Samaritans is a confidential emotional support service for anyone in the UK and Ireland. Their service is available 24 hours a day for people who are experiencing feelings of distress or despair.

Talk to FRANK Tel: 080 0776 600

Website: <http://www.talktofrank.com/> Text: 82111

Talk to FRANK is a free national drugs helpline which can provide advice to a drug user or anybody concerned about a drug user.

Turning Point Tel: 020 7702 2300

Fax: 020 7702 1456

Email: info@turning-point.co.uk

Website: www.turning-point.co.uk

Turning Point works with children, parents, families and friends affected by alcohol misuse. To find your nearest service please visit their website.