

Drugs and Alcohol Policy

July 2017

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.1	July 2017	<p>A new definition has been added: New psychoactive substances (NPS): are drugs that are designed to replicate the effects of other illegal substances. People may refer to these drugs as "legal highs", but all psychoactive substances are now either under the control of the Misuse of Drugs Act 971 or subject to the Psychoactive Substances Act 2016 (PS Act).</p> <p>In the Legislation section: Psychoactive Substances Act 2016 has been added.</p>
1.2	December 2018	<p>Role change to Quality Manager and other job titles to adhere to new structure.</p>

Drugs and Alcohol Policy

1 Purpose

The College is required so far as is reasonably practicable under the Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of its employees, students and others affected by its activities. This policy sets out the college's position with regard to alcohol and drugs within the workplace and the approach it will take when the consumption of these affects an individual's performance, conduct, behaviour or impacts on safety at work.

2 Scope

This policy applies to all employees, agency and casual workers, contractors, volunteers and others working or representing on the College's behalf during their working hours, including undertaking activities on behalf of the College or attending College related events out with working hours.

Where members of staff of the College work off-site or on projects with, or for, external organisations the College requires them to comply with that organisation's own policies relating to alcohol and drugs in addition to this policy.

What employees do in their private lives is generally outside the scope of this policy unless it affects their work and interferes with the legitimate work-related activities of other members of staff.

3 Definitions

Drugs: The term 'drugs' has been used in this policy to include all drugs and substances, legal or illegal and prescription medication which adversely affect behaviour or performance.

New Psychoactive Substances (NPS): are drugs that are designed to replicate the effects of other illegal substances. People may refer to these drugs as "legal highs", but all psychoactive substances are now either under the control of the Misuse of Drugs Act 971 or subject to the Psychoactive Substances Act 2016 (PS Act).

Note: The PS Act 2016 only covers substances that are not controlled already and it excludes food, caffeine, alcohol, tobacco and medicinal products.

Alcohol Misuse: The drinking of intoxicating liquor whereby an individual's ability to perform their duties is impaired, their attendance at work is interfered with, and they endanger the safety of others or they exhibit physical, mental, emotional or behavioural changes.

Drugs Misuse: The taking of drugs, including the use and abuse of other substances whereby an individual's ability to perform their duties is impaired, their attendance at work is interfered with, they endanger the safety of others or they exhibit physical, mental, emotional or behavioural changes.

4 Key Principles

- All employees and others that are covered by the scope of the policy will be treated consistently and fairly.
- The rules on alcohol and drugs will be strictly enforced.
- All matters concerning alcohol and drugs will be treated as confidential.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- Those who disclose/admit to having a problem with alcohol or drugs shall be fully supported by the College on the condition they adhere to this and other relevant College policies. Agreed support may be during working time.
- There will be no detrimental effect on job or promotion prospects for staff who are being supported under this policy.
- Employees will take great care when organising/planning events where alcohol will be available to respect the views of anyone who does not drink or does not wish to drink either for religious beliefs or personal reasons/beliefs and ensure that non-alcoholic drinks are available.
- The College will increase awareness of the impact of alcohol and drugs in Scotland and specifically in the workplace.
- Possession of or dealing in drugs on College premises will, without exception be reported to the police and dealt with as serious gross misconduct.
- Cases of relapse will be reviewed on an individual basis.

5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties are described in detail in the Health and Safety Policy.

Specific duties relating to this policy are detailed below.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

5.2 Managers

It is the responsibility of all managers to:

- Ensure that their staff are aware of this Policy and the support available to them via Occupational Health, Counselling and the HR Department.
- Ensure compliance with the Policy.

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Lead Author: Health, Safety and Wellbeing Advisor
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- Seek advice from Human Resources when required.
- Provide individuals with support and adjustment to their role to facilitate recovery, as far as reasonably practical, following advice from Human Resources and/or Occupational health and in accordance with relevant procedures.
- Refer a member of staff who discloses an alcohol or abuse problem to Human Resources for advice/Occupational Health referral.
- Encourage staff who they believe may have an alcohol or drug problem to seek help (even if it doesn't appear to be affecting their work).
- Seek advice/guidance from Human Resources if an individual appears to be under the immediate influence of alcohol or drugs.

5.3 Head of Estates

The Head of Estates will ensure:

- That this policy is brought to the attention of any contractors he/she engages to conduct College business.

5.4 Human Resources

Human resources will:

- Refer staff to the College Occupational Health Provider when necessary.
- In conjunction with managers provide individuals with support and adjustment to their role to facilitate recovery, as far as reasonably practical, following advice from Occupational health and in accordance with relevant procedures.
- Make available information on the harmful effects associated with alcohol and drug abuse.
- Offer Alcohol and Drugs Training for staff.
- Advise and support managers on disciplinary and other proceedings when required.

5.5 Occupational Health Provider

The College Occupational Health Provider will:

- Make available information on the harmful effects associated with alcohol and drug abuse.
- Provide advice to managers on the early recognition of individuals misusing alcohol or drugs.
- Assess staff referred to them under this Policy or the Managing Sickness Absence Procedures or other relevant procedures on their fitness for work.
- Advise the employee to attend their GP for referral onto specialist services.
- Review employees as per relevant College Policies and Procedures.

5.6 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor will:

- In conjunction with Human Resources make available information on the harmful effects associated with alcohol and drug abuse and ensure appropriate training is developed and delivered to staff.

5.7 All College Employees

- Shall familiarise themselves and comply with this policy.
- Are responsible for ensuring their own behaviour and work performance remain appropriate whilst engaged in College activities and are not affected by alcohol or drug misuse.
- Must present for work free from the effects of alcohol or drugs.
- Must not bring onto or use illegal or unlicensed drugs on College premises under any circumstances.
- Must not bring alcohol onto College premises unless it is in a sealed container and remains in the sealed container* until they have left the College premises eg raffle prizes, gift for colleague, consumption at home etc therefore it will not be a disciplinary offence to have alcohol in a sealed container on College premises.
- The drinking of alcohol is only allowed in permitted areas, for example, private accommodation, permitted events and only in compliance with this Policy.
- Who suspect, or know, that they have an alcohol or drug-related problem should seek professional help at an early stage to avoid the problem becoming worse.
- Who suspect a colleague is under the influence of alcohol or drugs are encouraged to inform their line manager or another senior colleague. If their line manager is suspected a more senior manager or Human Resources should be informed.
- Must take great care when organising/planning events where alcohol will be available to respect the views of anyone who does not drink or does not wish to drink either for religious beliefs or personal reasons/beliefs and ensure that non-alcoholic drinks are available.
- Must take care to drink sensibly at any college event when alcohol is available and not become intoxicated.
- If you intend to drink alcohol at an event and are unfit to drive ie be in contravention of the Road Traffic Act** you must make suitable arrangements to get to your place of residence.
- Must advise their line manager, a member of the management team and/or Human Resources immediately of any side effect of prescription drugs/over the counter drugs which may affect work performance or the health and safety of themselves or others eg drowsiness.

*There will be exceptions ie if alcohol is used in hospitality as an ingredient in a recipe or as part of a cooking procedure.

**A person who, when driving or attempting to drive on a road or other public place, is unfit to drive through drink or drugs is guilty of an offence.

5.8 Contractors and their Staff

- People working with or on behalf of the College are also required to comply with this Policy and must ensure that they or their staff do not work in the College under the influence of alcohol or drugs.
- Must not bring onto or use illegal or unlicensed drugs on College premises under any circumstances.
- Must not bring alcohol onto College premises unless it is in a sealed container and remains in the sealed container until they have left the College premises.

5.9 Quality Manager

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

Health and Safety Policy
Driving for Work Policy
Staff Disciplinary Procedure
Capability Procedure
Sickness Absence Procedure
HSE Drug Misuse at Work (INDG91)
HSE Don't Mix It – a guide for employers on alcohol at work (INDG 240)

7 Relevant Legislation

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999
Misuse of Drugs Act 1971
Road Traffic Act 1988
Medicines Act 1968
Psychoactive Substances Act 2016