



**RADLEY**

**Alcohol, Drug & Substance Misuse (Staff)**

**October 2023**

## **Policy and Procedure Definition**

Radley College is committed to providing a healthy and safe working environment for all staff. All reasonable steps will be taken to reduce or eliminate the risk of injuries or incidents occurring due to a member of staff's alcohol or drug/substance misuse.

This policy sets out the main principles underpinning the management of alcohol and drug/substance misuse and provides guidance for managers in dealing with individual staff affected by alcohol or drug/substance misuse.

## **Scope**

The policy applies to all staff and all those working in the conduct of the College's activities.

## **Principles**

There is a clear link between the use of alcohol and drugs/substances and reduced safety and performance. The best-known example is of the effects of alcohol on driving performance. Alcohol and drug/substance dependency are recognised as illnesses that can be successfully treated particularly if diagnosed at an early stage. Hence, the aims of the policy are as follows:

- To ensure that a member of staff's use of alcohol or drugs/substances does not affect the health and safety of that individual, their co-workers, the boys or others with whom they come into contact in the course of their work.
- To ensure that a member of staff's use of alcohol or drugs/substances does not affect the efficient and effective operation of the College's activities.
- To set out the College's procedures and guidelines on alcohol and drug/substance misuse.
- To provide a mechanism for staff with an alcohol or drug/substance misuse problem to seek help in confidence.
- To outline under this procedure the responsibilities of the member of staff, the line manager, the Human Resources (HR) Department and occupational health (OH).
- To provide information on the symptoms and effects of alcohol, drugs and substance misuse and external sources of help.

Radley College promotes a culture of trust and encourages staff with an alcohol or drug/substance misuse problem to inform their line manager and seek their support. The College will endeavour to ensure that advice and support are made available to any member of staff who believes they have a problem with alcohol or drug/substance misuse. Any member of staff who seeks the assistance of the College in finding treatment for an alcohol or drug/substance problem has the College's assurance of confidentiality and support to resolve it. Early identification and treatment are essential if problems for the member of staff and the College are to be avoided.

## **1. Rules on alcohol and drugs / substances at work**

It is Radley College's policy that staff have a safe and healthy environment in which to work, free from the effects of alcohol or drugs/substances. For this reason, the following rules will apply:

- The work performance of any member of staff should not be adversely affected by alcohol or drugs/substances.
- Staff may consume alcohol at College functions where this has been authorised by management. In these circumstances, alcoholic drinks should be served in moderation and a range of non-alcoholic drinks should also be available.
- Staff are responsible for ensuring they are not under undue influence of alcohol whilst at work or driving.
- Staff shall not attend or attempt to work when unfit\* because of the effects of alcohol or drugs/substances\*\*.
- Staff shall not be in possession of illegal drugs\*\*\* in the workplace.

\* Individuals have a responsibility to determine their own fitness for work; however, whether a member of staff is fit for work is ultimately a matter for the opinion of management. The manager might have sufficient evidence of intoxication (eg from observation) to form a reasonable belief assumption.

\*\* Prescribed medication may sometimes cause side effects such as drowsiness which may affect safety to perform certain work activities (see Driving and Safety Critical Work below).

\*\*\* Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy, amphetamines and various other mood or performance altering substances.

Possession of or dealing in illegal drugs on College premises will be dealt with as a potentially criminal act and will be reported to the police via the Bursar. The College will consider application of the Disciplinary Procedure in such circumstances in the context of a criminal investigation.

If, in the opinion of the manager, a member of staff is not fit for work because of alcohol or drugs/substances, steps should be taken to ensure the individual is safely sent home and any meetings should be postponed until the following day where practicable.

Managers should be aware that there may be ill-health issues for a member of staff who appears to be under the influence of alcohol or drugs/substances at work, and this should be considered during an investigation.

## **2. Driving & Safety Critical Work**

### **Management of occupational road risk**

Radley College recognises its management responsibilities for the risks and hazards associated with work activities involving driving at work and Managing Occupational Road Risks (MORR). The College will ensure that all relevant control measures are introduced and implemented to prevent injury or harm to those undertaking, or affected by, driving at work.

Staff working with machinery, performing work defined as safety critical\* or driving in the course of their work must not consume alcohol during the working day, or shift, and should ensure that their performance is not impaired by alcohol or drugs/substances (whether illegal or not). This includes alcohol or drugs/substances consumed prior to starting work.

Staff prescribed medication which may affect their fitness to drive, operate machinery or potentially compromise the safety of themselves or others in any aspect of their work have a responsibility to declare this to their manager and to refrain from such activities if so affected. An example may be a member of staff working at heights suffering from drowsiness caused by strong pain relief medication.

Staff who have a recognised or suspected alcohol or drug/substance problem under investigation or treatment should not perform work with machinery, other safety critical work or drive on College business.

Staff who complete a course of detoxification and rehabilitation successfully may be able to return to work which is considered safety-critical or includes driving. In most cases, staff returning to such work will be required to undergo a period of monitoring. The manager may make a decision regarding fitness to return to such work based on specialist advice from occupational health. In some cases, this decision could involve other external agencies such as the GP, Addiction Advisor or Driver and Vehicle Licensing Agency (DVLA).

\* The definition of what constitutes safety critical work is a management decision.

### **3. Action under managing ill-health & sickness absence, disciplinary procedures**

If the work performance of a member of staff is adversely affected by alcohol or drug/substance use, this will be dealt with under the relevant College procedure. Any of these procedures may be suspended for a reasonable period, pending investigation of whether the member of staff has a medical problem amenable to treatment and, if so, for that treatment to be undertaken. Whether one of these procedures is suspended or not will depend on the following factors:

- The nature of the problem.
- The evidence that the member of staff has a health-related problem.
- The member of staff's acknowledgement of the problem and willingness to be treated.

## **4. Responsibilities**

### **4.1. Individuals**

All staff have a responsibility for their own health and safety and that of others who may be affected by their actions or omissions at work.

## **4.2. Line Managers**

Managers are directly responsible for the health, safety and welfare of their staff. They are the first point of contact and best placed to understand and support the needs of a member of staff who has an alcohol or drug/substance misuse condition. They can offer advice and support under this Procedure and may make referral arrangements for advice from occupational health in consultation with the HR Department. Managers can also arrange modified work duties to support the member of staff's rehabilitation and return to normal working. However, managers must balance their responsibility for the affected member of staff with their responsibility to the College, to other members of staff and others, ensuring a safe and healthy working environment.

Support and advice is also available for all staff via the Employee Assistance Programme provided by Health Assured, and the Wellbeing in the Workplace document.

## **4.3. Human Resources (HR) Department**

The HR Department can provide advice and support to managers and staff about College policies and procedures, and encourage cooperation to achieve referral, treatment, rehabilitation and recovery. This includes consideration of a referral to occupational health.

## **4.4. Occupational Health**

Occupational health can provide information and advice regarding alcohol and drug/substance misuse when it impacts an individual at work. This can include advice on referral and rehabilitation back to work and signposting to outside agencies who can provide expert professional assistance. Staff should note that their own GP can also provide such assistance if preferred.

All medical information about a member of staff is confidential and can only be disclosed to the employer with the consent of the member of staff. However, the employer will need to understand the nature and severity of the situation to respond and provide suitable support arrangements. An element of cooperation is necessary in a situation that requires trust between employer and employee. Occupational health will ensure they disclose only such information as is necessary for this purpose and managers are also bound by confidentiality to inform others only on a need-to-know basis.

## **4.5. Staff with concerns about a colleague**

Staff who are concerned that a colleague is exhibiting symptoms of an alcohol or drug/substance-related problem should notify their manager or the Designated Safeguarding team. It is particularly important that the appropriate manager is advised of these problems where symptoms start to affect work or working relationships, or present a safety hazard, safeguarding or reputational risk. Such notification will be handled in a confidential and

sensitive manner. Staff are protected in raising such concerns by the College's [Whistleblowing Policy](#).

#### **4.6. Alcohol on trips/events with pupils**

Alcohol consumption should be discussed and agreed in advance with the Deputy Head Co-Curricular, as set out in Appendix 3 of the [School Trips Policy](#). Any consumption of alcohol by pupils or staff should take into account:

- the local law;
- the negative effect of alcohol on the ability of participants to take part in the visit, and of leaders or helpers to carry out their responsibilities;
- the need for a sufficient number of alcohol-free leaders to provide effective supervision or to drive, including in an emergency; and
- the time taken after drinking for someone to be free of the effects of alcohol.

Pupils should always be supervised by a minimum of one alcohol-free staff. This is especially important for overnight and foreign trips. So, if staff are to drink alcohol:

- there should be sufficient staff to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive;
- staff who do drink should do so in moderation and be fit to return to duty at the appropriate time;
- the 'duty rota' should not unfairly penalise any staff who choose not to drink.

#### **4.7. Alcohol in Socials**

As set out in 4.6 above, pupils should always be supervised by a minimum of one alcohol-free staff. If staff are to drink alcohol:

- there should be sufficient staff to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive
- staff who do drink should do so in moderation and be fit to return to duty at the appropriate time
- the 'duty rota' should not unfairly penalise any staff who choose not to drink.