



Alcohol Policy



Learn for Life

ALCOHOL POLICY

Strategic Responsibility Principal	Status of this Document: Draft May 2006 Reviewed June 2009 Reviewed August 2009
Functional Lead Health and Safety Officer/Assistant HR Manager	
Approval Authority Health and Safety Management Group	Next Review: June 2010

This policy sets out the policy and procedures for minimising the incidence of problems with alcohol.

1 POLICY STATEMENT

1.1 Aim of the Policy

1.1.1 This Policy is designed to ensure that the performance of staff and students in carrying out their duties is not impaired by the effects of alcohol. It is necessary to protect the health of drinkers and the health and safety of all employees, students and visitors.

1.2 The Approach

1.2.1 The College discourages alcohol consumption during the working day, and specifically condemns alcohol consumption which impairs work performance.

1.2.2 The College is committed to providing staff with access to information on a sensible approach to drinking, and to supporting those misusing alcohol and requiring help, by:

- Promoting safe and sensible drinking through education programmes covering every level of the organisation;
- Encouraging employees who are experiencing alcohol-related problems to seek appropriate assistance at the earliest possible opportunity rather than to conceal or deny these problems, and thus cause suffering to colleagues and family

- Promoting and ensuring the provision of appropriate assistance to employees who have been identified as having a known or suspected alcohol-related problem
- Ensuring that where a misdemeanour is thought to be caused through an alcohol-related problem the matter is fully investigated, that staff are not unfairly disciplined, but that appropriate action and necessary steps are taken to refer the person for assessment and treatment through laid-down procedures.

1.3 Scope of the Policy

1.3.1 The Policy applies to all people working within College premises, including temporary staff and external contract personnel.

1.4 Staff Responsibilities

1.4.1 It is the responsibility of all staff and managers to:

- Be aware of the requirements of this Policy in carrying out their duties;
- Keep themselves abreast of changes and revisions to the Policy.

1.5 Changes in the Law

1.5.1 The College will comply immediately with any relevant changes in the law, and will amend this policy statement, its associated procedures, and its operational guidance as soon as is practicable, notwithstanding any review date contained in this document.

2 CONTEXT

2.1.1 An alcohol related problem is defined as any drinking, either intermittent or continual, which interferes with a person's health and social functioning and/or work capability or conduct.

2.1.2 Alcohol misuse is associated with a wide variety of costs with implications for employer and employee alike. These costs include excessive sickness absence, absenteeism, reduced productivity and alcohol-related accidents in the workplace. The consumption of alcohol has considerable implications for health and safety at

work, as even in small quantities it can impair decision-making, vision and co-ordination skills required in all jobs. In addition, alcohol impairs the quality and professionalism of the service offered and the perception of the service users.

2.2 The Health & Safety at Work etc. Act 1974

2.2.1 The employers duty to ensure, so far as is reasonably practicable, the health safety & welfare at work of all employees should include taking into account the recognition of alcohol abuse as a possibility. Section 7 of the Act requires employees to take reasonable care of the health & safety of themselves and others who may be affected by their act or emissions at work.

2.3 The Road Traffic Act 1988 and Transport & Works Act 1992

2.3.1 Drivers of college vehicles must not be under the influence of alcohol while driving, attempting to drive or when they are in charge of a vehicle.

3 RESPONSIBILITIES

3.1 Functional Responsibilities

3.1.1. The HR Section are responsible for managing or guiding the support & referral systems which are in place

3.2 Staff Members

3.2.1 General Standards of Conduct

Individual staff members are responsible for ensuring that they do not have any effects of alcohol consumption while at work.

3.2.2. Staff with Drink-related Problems

Staff should take responsibility for addressing their own drink problems, and take full advantage of the support that is available.

3.3 Line Management

3.3.1 Managers are responsible for enforcing this policy. This includes their own staff, contractors and other visitors on the premises for whom they are responsible.

3.3.2. When problems arise, or seem likely to arise, managers should take firm action to ensure that the health and safety of both students and staff is not threatened by the possible actions of someone who is under the influence of alcohol.

3.3.2.1. Sympathetic, but firm action should be taken with the staff member involved.

3.4 Health, Safety and Welfare Function

3.4.1 Health and Safety should ensure that the information and education service requirements of the procedures are fully met, including briefing for new staff and for new in post managers, taking responsibility in this area for the first time.

3.5 Commitment to Education

3.5.1 The College ensures through Staff Development that all staff have the necessary information and skills to raise awareness of the risks involved in drinking alcohol as well as an understanding of the messages on safe and sensible drinking

3.5.2. Local agencies providing support and advice on alcohol are actively promoted and sensible drinking is encouraged through the use of posters, videos and exhibitions where appropriate.

3.5.3. The College will provide all employees with a copy of the alcohol policy and ensure that they have ready access to information about sensible drinking. All new employees will have an educational input on alcohol as part of their induction programme.

3.5.4. Managers and supervisors will receive specific guidelines outlining procedures for early recognition, discipline, grievance and referral of those staff with an alcohol related problem.

3.5.5. The educational programme will be reviewed and developed as required.

4 PROCEDURES

4.1 The confidential nature of records will be strictly observed by all those involved in these procedures, in line with the Data Protection Act.

4.2 Consumption of Alcohol on College Premises

4.2.1 The consumption of alcohol on College premises is not allowed, unless by prior agreement with the Principal. e.g for official functions etc. This ban relates to all members of staff and any other personnel on College premises.

4.3 Corporate Hospitality

4.3.1 Equal amounts of alcohol and non-alcoholic drinks are served at in-house functions.

4.3.2 Employees attending functions whilst representing the college should act responsibly.

4.4 Alcohol Consumption Before and During Working Hours

4.4.1 The College considers it unacceptable for staff to appear unfit for work due to the misuse of alcohol.

4.4.2 Staff are discouraged from consuming alcohol during working hours.

4.5 Identification of Individuals with an Alcohol-related Problem

4.5.1 Staff themselves, their managers, and colleagues can all help to identify individuals for whom alcohol is or may be a problem.

4.5.2 Alcohol-related problems are primarily health and social concerns and therefore people exhibiting problems require help and treatment.

4.5.3 The College will aim to ensure that any member of staff displaying an alcohol-related problem is supported in accessing appropriate support and treatment.

4.6 Voluntary Referral of Individuals with an Alcohol Related Problem

4.6.1 Staff who suspect or know that they have an alcohol related problem are encouraged to seek help and treatment voluntarily, either through this policy's procedures or through resources of their own choosing. The college will be sympathetic and supportive of any problem which is disclosed and encourages staff to make the appropriate disclosure and seek support.

4.6.2 The process for a voluntary referral is as follows:

- Employee contacts the HR Section or an approved external agency (see appendix) If the first contact is the HR Section they will refer the employee to the College's Counselling Service who will assess the nature and extent of the employee's alcohol-related problem. The HR Section will then, if required, refer the employee to a counsellor who will recommend a programme of help,
- If an external agency is the first contact they will discuss the situation and progress any recommended programme of help.
- If the programme of help requires absence from work the leave will be provided to the employee under the sick-pay scheme appropriate to her/his conditions of service. The employee's manager will also be notified of this arrangement.

4.7 Non-Voluntary Referrals of Individuals with an Alcohol Related Problem.

4.7.1 If an alcohol-related problem is identified or suspected either through general observation or during the course of a disciplinary interview, the matter will be fully investigated and where appropriate the employee referred for assessment.

4.7.2 The confidential nature of records will be strictly observed by all those involved in this process.

4.8 Management of Staff who are Suspected of Having an Alcohol Problem

4.8.1 Employees who are identified as possibly having an alcohol-related problem will be offered an opportunity to seek help or advice from our Counselling Service or an approved external agency.

4.8.2 Should the external agency propose that the employee requires help/advice, it will provide the appropriate programme on the understanding that:

- Staff who are required to be absent from duty will be subject to the sick-pay scheme appropriate to her/his conditions of service, including staff requiring to be absent for weekly treatment sessions.
- Should an employee be deemed fit for duty during the help/advice programme he/she should be permitted to continue in employment unless such an arrangement would adversely affect the College.

- Should an employee refuse to co-operate in the help/advice programme, when this has been deemed necessary, the employee may be subject to normal disciplinary procedures.
- Employees who decline to accept referral for diagnosis or help or who discontinue treatment before its satisfactory completion will, if appropriate, be subject to the normal disciplinary procedure.
- Employees who are assessed as not requiring help or treatment will be subject to the normal disciplinary procedure where appropriate.
- Following a return to employment after completion of or during the agreed help/advice programme, should work performance again suffer as a result of alcohol abuse, an additional opportunity to comply with a help/advice programme may be given. This facility will be granted at the discretion of the College.

4.8.3 On resumption of duties, or on return to work following a period of treatment, the employee will be able to return to the same job unless this would undermine recovery, yield an unsatisfactory level of job performance, or jeopardise the welfare of staff or students. When the same job cannot be resumed, every consideration will be given to finding suitable alternative employment.

4.8.4 Employees will not be disadvantaged where promotional opportunities arise and the employee has undergone support or treatment for alcohol-related problems.

4.9 Breach of Policy and Procedures

4.9.1 Where a member of staff breaches policy rules and procedures or consistently fails to accept the support offered by the College, action may be taken under the College disciplinary policy and procedures.

4.10 Representation of Staff with an Alcohol Related Problem.

4.10.1 A staff member subject to disciplinary proceedings as a result of an alcohol-related problem is entitled to be accompanied to meetings by a union representative or work colleague.

5 IMPLEMENTATION AND REVIEW

5.1. Promulgation of Policy

- 5.1.1 The full up-to-date Policy is available on the College's Intranet at www.langside.ac.uk. Hardcopy versions can also be obtained from the HR Section upon request.
- 5.1.2 Revisions to the Policy should be approved by the Health and Safety Management Group.
- 5.1.3 Health and Safety will brief the SMT on the revised Policy and in turn, SMT members will brief their managers on the revisions and how they operate.
- 5.1.4 All staff will be informed by e-mail of updates to the policy. Managers with staff who do not have access to e-mail should make appropriate arrangements to cover this shortfall.

5.2 New In-post Staff

- 5.2.1 For staff taking on management responsibilities for the first time, the line manager will discuss this Policy and how it operates, with the new manager as a part of their induction into the new role.
- 5.2.2 Appropriate explanation is to be given at induction for new staff.

5.4 Monitoring

- 5.4.1 Quarterly, and annual, reports to the SMT and to the Staffing Committee are to be provided, relating to the incidence of alcohol and other substance abuse. These data are to be analysed by sex, disability, and by ethnic origin.

5.5. Review

- 5.5.1 The Policy will be reviewed on an annual basis by the Health and Safety Management Group. The Policy will be adapted to meet changes in the law as soon as is reasonably practical.

APPENDIX 1

Employees may seek help and advice on alcohol-related concerns by contacting the following services:

Drinkline: 0800 7314 314
Samaritans: 08457 90 90 90
Breathing Space: 0800 838 587
www.infoscotland.com/alcohol