

## Introduction

To assist in the safe performance of our duties, H&V Building Services Limited operates a strict policy of no alcohol, drugs or psychoactive substances in the workplace.

No alcohol, drugs or psychoactive substances will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of psychoactive substances, drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of psychoactive substances, drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

H&V Building Services Limited will, in consultation with workers and their representatives:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol, psychoactive substances, or drugs (including some legitimately prescribed medications).
- Encourage employees who may have alcohol, psychoactive substances, or drug-related problems which affect their work to take advantage of this organisation's referral procedure for diagnosis and treatment.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol, psychoactive substances, or drugs and to consult with the appropriate organisation specialist to determine whether there is sufficient concern to warrant a medical evaluation.
- In cases where the effects on work of misuse of alcohol, psychoactive substances or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the H&V Building Services Limited's medical advisor and the employee.
- Instruct H&V Building Services Limited's medical advisor to co-ordinate, monitor and, if necessary, participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

H&V Building Services Limited will establish policy rules relating to an employee who is found to have misused alcohol, psychoactive substances or drugs or admits to the same.

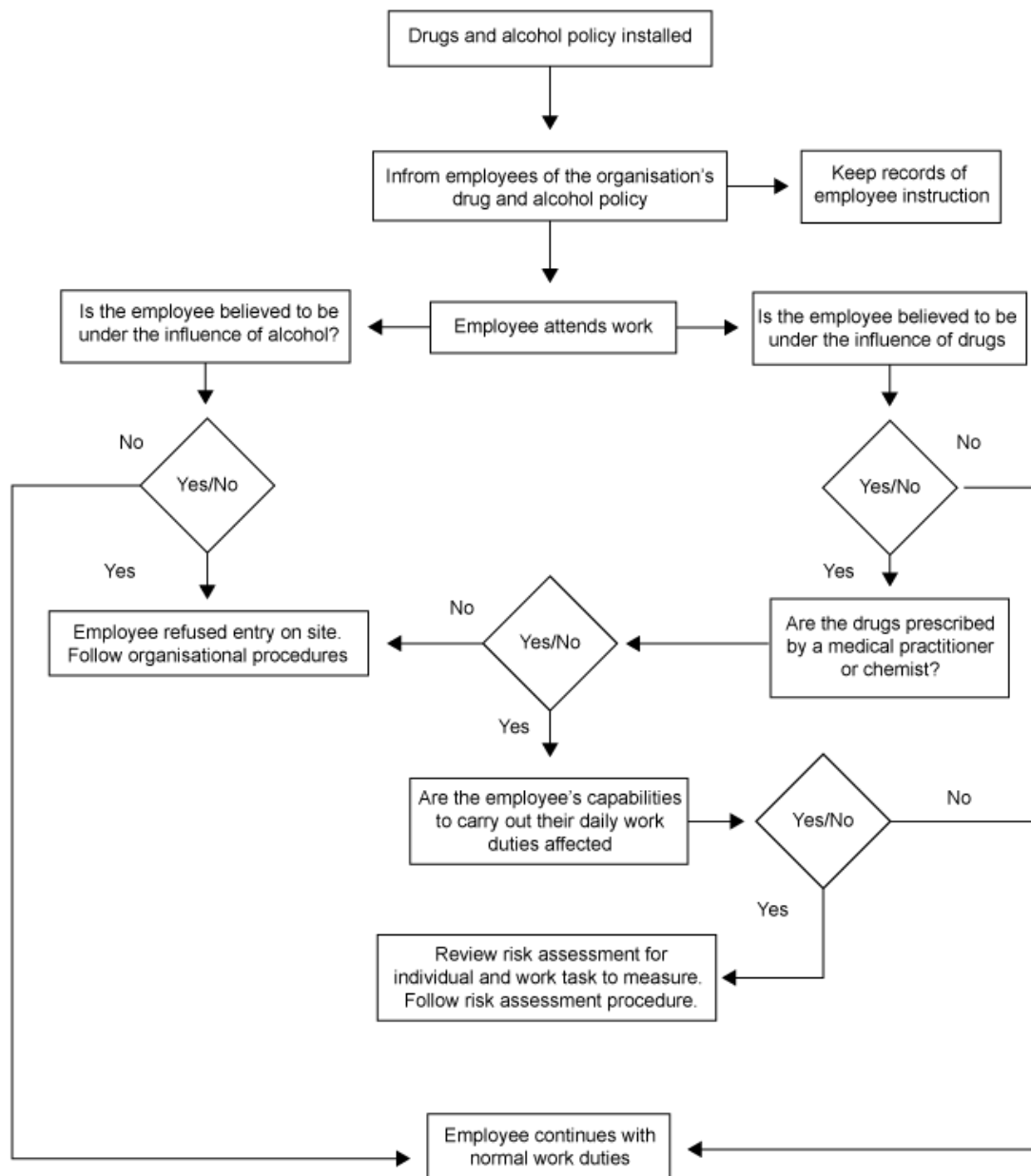
## Information and Training

H&V Building Services Limited will provide sufficient information, instruction, and training as is necessary to ensure that all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol, psychoactive substances or drugs at work and the organisation's policy regarding this.
- To understand the organisation's procedures that will be adopted where there is found to be a deterioration in work performance from these effects.
- To understand the legal consequences of their actions.

Managers and supervisors will be given additional training as necessary to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol, psychoactive substances or drugs upon work performance.

## Procedure for Drugs, Alcohol and Other Substances



## Drugs & Alcohol - Workplace Guidance

These notes for guidance are to assist management in implementing a Drugs, Alcohol and Other Substances Policy.

As a manager you have a responsibility for monitoring the performance and conduct of employees and for providing a safe and healthy working environment for them and for others. Changes in behaviour or performance that may result from drug, alcohol or substance misuse should be monitored and managed according to individual circumstances.

### The Legal Framework

- As an employer there is a duty under:
- **The Health & Safety at Work etc. Act**

To ensure, as far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others that could be affected by what they do at work.

- **The Management of Health & Safety at Work Regulations**

Assess and control the risks to the health and safety of our employees.

If an employer were to knowingly allow an employee under the influence of drugs or alcohol to continue working and that employee's behavior put that individual or others at risk, an organisation could be held liable.

- **The Road Traffic Act**

States that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs, is guilty of an offence.

- **The Misuse of Drugs Act**

Is the principal legislation for controlling drugs? Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances i.e. when prescribed by a doctor. If you knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on your premises you could be committing an offence.

- **The Psychoactive Substances Act**

Is the principal legislation for the control of Psychoactive Substances. This legislation makes it an offence to produce, supply, offer to supply, possess with intent to supply, import or export (including over the internet) any psychoactive substances. Products such as nicotine, alcohol, caffeine, food and medicinal products are exempt from the Act.

## Definitions

**Drugs** - any substance which affects the way in which the body functions physically, emotionally or mentally and includes solvents, over the counter and prescribed medicines as well as illegal substances.

**Drug Abuse** - drug use that harms social functioning, including dependent use (physical or psychological) or use as part of a wider spectrum of problematic or harmful behaviour.

**Dependency** - a compulsion to continue taking a drug in order to feel good or avoid feeling bad.

**Psychoactive substances** - often known as 'legal highs', 'illegal legals' or 'illegal highs', are substances designed to produce the same, or similar effects, to drugs such as cannabis, cocaine and ecstasy, but are structurally different enough to avoid being controlled under the Misuse of Drugs Act. They are controlled under the Psychoactive Substances Act and are just as dangerous as controlled drugs.

### **Safety Critical role or activity includes:**

1. Designated driver function e.g. plant operatives, delivery drivers, forklift operatives, etc., as distinct from intermittent driving for business purposes/personal transport.
2. Working with machinery or work in hazardous/industrial type environments e.g. construction, workshop/warehouse, working at height, on live highways, etc.
3. Where employees have access to work materials which might be used as drugs or to any drugs medically prescribed for other persons, which could be misused.
4. Working with children or dependent/vulnerable adults, where employees have a primary role in ensuring their health, safety, wellbeing and/or development.

## **Alcohol**

Employees must not consume any alcohol whilst at work and if found to be under the influence of alcohol will be liable to disciplinary action.

## **Drugs**

Employees must not possess, consume, sell or give to another, any illegal drugs or psychoactive substances whilst at work.

Employees that are found to be under the influence of illegal drugs or psychoactive substances will be liable to disciplinary action.

Employees on prescribed medication which affects their ability to perform their duties must notify their manager who will seek advice, before deciding if it is safe for them to perform those duties.

**Any employee who is unable to satisfactorily perform their duties due to alcohol, psychoactive substances or drug consumption will be required to leave work at once. It may be necessary to provide someone to accompany an employee in extreme cases. Investigation will be undertaken to consider whether immediate disciplinary action is necessary.**

## Contacts

**Alcoholics Anonymous**

08457 697555

**Drinkline**

0300 123 1110

**National Drugs Helpline**

0800 776600



Signed: .....

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On behalf of H&V Building Services Limited