

LANCASTER TRAINING SERVICES LTD



ALCOHOL AND DRUGS POLICY

Being under the influence of alcohol and/or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. The aim of this policy is to ensure the safety of all employees, learners, and visitors (including contractors) by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

Principles

- All employees, learners and visitors will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported.
- 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.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

Scope

- The Company's alcohol and drugs policy and associated rules applies to all employees, learners and visitors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy.

Rules

The Company's policy is that during working hours and at all times whilst on work premises employees, learners and visitors must be free from the influence of drugs and/or alcohol. No employee, learner or visitor shall:-

- Report or try to report for work when unfit* due to alcohol and/or drugs (whether illegal or not) or to substance abuse.
- Be in possession of alcohol or illegal drugs** in the workplace.
- Supply others with alcohol and/or illegal drugs in the workplace.
- Consume alcohol and/or illegal drugs or abuse any substance whilst at work.

In addition, employees, workers or visitors must:-

- Ensure they are aware of the side effects of any prescription drugs.
- Advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they will be sent home immediately. In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

Help and support

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Some useful links to websites are provided below.

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

ACAD (Advice and Counselling on Alcohol and Drugs) www.acad.org.uk

FRANK www.talktofrank.com

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

A handwritten signature in black ink, appearing to read 'Richard W Little', written over a white background.

Richard W Little – Chairman

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