Drug and Alcohol Abuse Policy

**REGULATIONS AND STANDARDS**

[**The**](http://qualitystandards.proceduresonline.com/homes/p_quality_standards.html#reg_5) **Health and Wellbeing Standard**

**The Protection of Children Standard**

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**1.****Policy Statement**

1. Benecare is aware of its responsibilities to provide for the health and safety of its employees and visitors to its premises and to ensure that a safe working environment is maintained.

2. Benecare recognises that personal problems may give rise to a drink or drug problem. Staff are encouraged to seek help at the earliest possible opportunity. Benecare uses the Employee Assistance Helpline with Croner to provide external counselling and support to our employees.

3. Benecare may seek to offer assistance and help staff with an alcohol or drug abuse problem.

4. This policy will not apply if the member of staff has been arrested, cautioned or convicted for an offense directly or indirectly as a result of their drink or drug problem prior to advising the Benecare of their drink or drug problem.

5. Benecare may offer help with the problem through a referral to a counselling service or offer assistance to the employee in being placed with such a facility.

6. Benecare may offer ongoing support during a recognised period of treatment which may include offering help with adjustment in the nature of the work undertaken by the employee.

7. Benecare expects the employee to recognise that they are suffering from a problem and are prepared to co-operate fully in the referral and treatment from appropriate sources.

8. Where an employee fails to co-operate and there is deterioration in work performance, conduct or attitude this will be dealt with through Benecare’s disciplinary process.

9. To ensure the safety of the workplace Benecare will implement a strict policy in relation to the consumption of alcohol or the taking of drugs at work which will be dealt with through the Benecare’s disciplinary process.

10. This policy will apply to all staff irrespective of their position within Benecare.

## **2.****Alcohol Guidance**

1. There is a strict prohibition against the consumption of alcohol on Benecare’s premises or during periods when the staff member is undertaking work for Benecare.

2. Drivers of Benecare’s vehicles must not consume alcohol either during their period of driving or for a reasonable period prior to commencing driving to ensure that they are not intoxicated and incapable of driving in a safe and responsible manner.

3. No staff member should attend work in a state where they are intoxicated or still under the influence of alcohol.

4. Any breach of this guidance will be dealt with through Benecare’s disciplinary process and may, as this is a gross misconduct offence, lead to the summary termination of employment.

5. Where it is established a staff member has an alcohol related problem Benecare may suspend the application of disciplinary action provided the employee is willing to co-operate with a referral to an appropriate drink counselling service and follow the advice and medication offered. Where a staff member refuses to follow that advice and medication or continues to abuse the alcohol policy they may be subject to disciplinary action.

**3.****Drugs Abuse Guidance**

1. The possession, use or distribution of drugs for non medical purposes on Benecare’s premises is both illegal and strictly forbidden.

2. Where a staff member has been prescribed medication by their medical practitioner which may affect their work ability they should discuss the problem, in the strictest confidence, with their immediate manager.

3. No staff member should undertake work for Benecare whilst under the influence of any non prescribed drug or other substance that may affect the ability to properly fulfil their duties.

4. No person should drive a Benecare vehicle where they are, or might be, under the influence of any non prescribed drug or substance.

5. Benecare may reserve the right to search any staff member, their vehicle or property (including workplace lockers) if there are reasonable grounds to believe that this policy is being infringed.

6. A refusal to submit to a reasonable request to undertake such a search will normally be regarded as a matter to be dealt with through Benecare’s disciplinary procedure.

7. If Benecare suspects that you have breached this guidance on drug abuse in any respect or that your work performance or conduct has been affected through such abuse the disciplinary procedure will be undertaken and such breaches are deemed to be gross misconduct that may lead to the summary termination of your employment.

8. Staff are reminded that they have a duty of care and will be expected to report to their immediate manager any concerns that they may have in relation to incidents relating to drink or drugs or where they suspect other staff of misuse or abuse.

9. Benecare has a legal duty to notify the police where they believe that there has been a use of controlled drugs by its staff on Benecare premises or in vehicles.

**4.****Smoking Guidance**

1. Benecare recognises its responsibilities under health and safety legislation to ensure that the environment in which its staff work is as free from harm as is reasonably possible. As well as to take appropriate measures to protect non-smokers against discomfort caused by tobacco smoke.

2. It is widely recognised and accepted that smoking constitutes a danger to the health of those that smoke as well as those that do not.

3. Smoking also presents a serious fire risk within the building.

4. Benecare therefore prohibits smoking by staff and visitors on any part of its premises; except in the designated areas.

5.The aim of the policy is to protect staff and visitors from the health risks associated with the inhalation of tobacco smoke and to ensure their safety and the safety of the premises by reducing the risk of fire.

6. Staff are requested not to leave site during normal working times for the purpose of smoking off site. In the event that staff do undertake such behaviour they will be informally warned that this is contrary to the Benecare’s policy and in the event that staff persist with such conduct then it may lead to action being taken within the Benecare’s disciplinary process.

7. Staff are not permitted to smoke in front of or with children and young people.

8. All visitors who are seen smoking in any designated non smoking areas should be politely notified of the no smoking policy and asked to stop smoking.

Policy