DRUGS AND ALCOHOL POLICY

INTRODUCTION

The consumption of alcohol is an accepted part of social life and is usually a personal matter. However, the subject of alcohol, drugs and substance misuse and how these stimulants can impair performance, safety and interpersonal work relations is a matter for employers. The problem is widespread and even relatively small organisations may have at least one employee whose work performance is affected by alcohol, drugs, or substance misuse. However, it is not just the individual's work that is affected; stimulant misuse may damage customer relations and cause resentment among other employees who have to 'carry' the colleagues whose work has declined. These employees have to take on more and more of their colleagues' work responsibilities as said colleagues become less able to cope and take time off work. Alcohol is estimated to cause 3-5% of all absences from work; this amounts to about 8-14 million lost working days in the UK each year.
There are no precise figures on the number of workplace accidents where alcohol, drugs and substance misuse is a factor, but it is known to affect judgment and physical coordination. Drinking even small amounts of alcohol or misusing drugs or other substances before or while carrying out work will increase the risk of an accident, especially if work is "safety sensitive."

STATEMENT OF INTENT

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employees while they are at work, in relation to alcohol, drugs and substance misuse, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Misuse of Drugs Act 1971
- Transport and Works act 1992
- Road Traffic Act 1998

EMPLOYER RESPONSIBILITIES

To ensure that alcohol, drugs and substance misuse is managed within the workplace, that activities are undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Effectively communicate our strategy on alcohol, drugs and substance misuse in the workplace.
- Train supervisors and managers to identify employees they suspect of misusing alcohol, drugs and substances;
- Develop a system for dealing with employees who are experiencing problems with alcohol, drug and substance misuse;
- Provide employees with adequate information, instruction and training to enable them to perform their work safely;

- Ensure that adequate resources are made available to fulfil the requirements of this strategy; and
- Review this policy at least annually but more frequently if significant changes occur

PROCEDURE

To fulfil our responsibilities as outlined above, we will.

- Make alcohol, drugs and substance misuse strategy widely available in the workplace and ensure that all staff are taken through it at induction.
- Identify and deliver appropriate training for managers and supervisors on alcohol, drugs and substance misuse awareness and the actions to take if an employee is suspected of misuse.
- Ensure that managers and supervisors carry out a detailed investigation on each individual
- case as they occur by taking account of the person involved, the type of work being performed and the risk created by individuals being affected by alcohol, drug and/or substance misuse and that they complete a risk assessment if appropriate; and
- Periodically assess accident records to identify any trends where alcohol, drugs or substance misuse may be a contributory factor and ensure that serious injuries are appropriately reported.

Signed Name: Liam Leggett
Title: Director

Signed:

Date: 28th August 2026