ALCOHOL & DRUGS

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1. Purpose

This policy is to be accepted and observed by all members, staff and volunteers within Four Pillars. Breaches of the policy may be regarded as gross misconduct.

2. Ownership

This is the Alcohol & Drugs Policy of Four Pillars. The ownership of this policy is to that of the Four Pillars board of trustees, who discharges its implementation to the management of Four Pillars. The management may discharge duties to a nominated member of staff or volunteer.

3. Statement of policy

Our policy is to provide guidance on use of alcohol & drugs to employees, volunteers and service users. We also accept responsibility for all other people who may be affected by our activities.

4. Introduction

4.1 Four Pillars forbids the consumption of alcohol and use or storage of drugs on its premises

4.2 nor will it permit any employee to work whilst under the influence of alcohol or drugs.

4.3 Any such instances will be dealt with under the disciplinary procedure and may lead to the employee's summary dismissal.

4.4 This policy, which applies to all employees, aims to:

4.4.1 promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs

4.4.2 identify employees with possible problems relating to the effects of alcohol or drugs at an early stage

4.4.3 offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

4.5 The policy does not apply to an employee who commits a clear breach of company rules due to inappropriate use of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

4.6 The person responsible for implementing this policy is the Chief Executive Officer.

5. Arrangements for Securing the Health and Safety of Workers

5.1 Four Pillars will, in consultation with workers and their representatives:

5.1.1 Recognise that alcohol and drug-related problems are primarily health and social concerns and that staff with such problems require help and treatment

5.1.2 Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed and over-the-counter medications)

5.1.3 Encourage employees who may have alcohol or drug-related problems which affect their work to take advantage of external diagnosis and treatment support

5.1.4 Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with medical specialist to determine whether there is sufficient concern to warrant a medical evaluation

5.1.5 In cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with a medical advisor and the employee

5.2 Four Pillars will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

5.2.1 The steps to take for managers or supervisors who feel an employee's unsatisfactory performance may be drug or alcohol-related
5.2.2 What help or treatment is available
5.2.3 Disciplinary action for refusal to accept help or at what stage disciplinary procedures are activated
5.2.4 Conditions for accepting treatment
5.2.5 Future employment if treatment proves to be successful
5.2.6 Medical confidentiality
5.2.7 Effects on pensions, benefits and employment rights.

6. Information and Training

6.1 Four Pillars will provide sufficient information, instruction and training as is necessary to ensure that all managers know the possible signs of a drug/alcohol problem, such as:
6.1.1 Increased absenteeism, manifested as increased unauthorised leave, frequent Friday or Monday absences, leaving work early or coming in late, unusually high levels of colds/stomach upsets, etc
6.1.2 Increased accidents, at work or at home
6.1.3 Decreased work performance, such as concentration difficulties, taking longer to do tasks, problems remembering instructions or mood swings.
6.2 Four Pillars will also ensure that all employees have the knowledge required to understand:
6.2.1 The dangers associated with the effects of alcohol or drugs at work and the organisations policy regarding this
6.2.2 The procedures that will be adopted where there is found to be a deterioration in work performance from these effects
6.2.3 The legal consequences of their actions.
6.3 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 or drugs upon work performance.
6.4 The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.
6.4.1 Do not come to work under the influence of alcohol or drugs.
6.4.2 Do not bring alcohol or non-prescribed drugs on to company premises.
6.4.3 Check with your doctor or pharmacist about the side-effects of prescribed medications.
6.4.4 Never drive or operate machinery if you are affected by alcohol or drugs.
6.4.5 Ask your GP or Four Pillars for guidance and advice on sensible limits of alcohol consumption.
6.4.6 Offer support and advice to colleagues whom you suspect of suffering from alcohol or drug misuse and report any incidents of drug or alcohol misuse to line management.
6.4.7 Ask for assistance if you feel that matters are beyond your own control

7. Responsibilities

Overall and final responsibility for Alcohol & Drugs Policy is shared collectively by the trustees.

The trustees delegate the responsibility of following this policy to the management team.

The management will:

- Arrange for the implementation of this policy in consultation with staff and volunteers
- Arrange for the adequate instruction and training of staff and volunteers in all matters related to this policy
- Arrange for the contents of this policy to be known to all staff and volunteers

The staff and volunteers of Four Pillars have a duty to:

- Follow this policy
- Co-operate with the management to ensure that the requirements of relevant statutory provisions are complied with
- Report potential or actual hazards as soon as possible

8. Risk Assessment

The trustees will ensure that all risk assessments are undertaken for any part of the charity's activities to which they are applicable, copies of these risk assessments are available upon written request.

9. Premises

The management team will ensure that all premises used by Four Pillars whether owned, leased or rented are:

- Health and safety compliant
- A full risk assessment has been completed
- Insurances are in place and displayed
- Fences are erect and secure at all times, if applicable
- Gates are manned at all times, if applicable
- Any potential danger is reported to the management

10. Reports

The delegated manager/person in charge at each event shall be responsible for making any necessary reports relating to this policy or ensuring that others make such reports.

11. Policy Development

The trustees shall endeavour to progressively develop the charity's policy on Alcohol & Drugs Policy in response to risks and hazards identified. Specific procedures and policies so developed shall be appended to this document and form part of the charity's statement on use of alcohol & drugs.

12. Review

The effectiveness of this policy will be reviewed annually by a member of the Four Pillars board of trustees. If appropriate, action will be taken as necessary to update this policy to ensure effective delivery on the objectives laid out at the start of this document.