



Health, Safety & Wellbeing

Alcohol & Drug Use Arrangements

Approved By	
Date Approved	
Groups Consulted	<p>Corporate Occupational Health, Safety & Wellbeing Consultative Committee</p> <p>Service Health & Safety Consultative Committees via Corporate Management Groups</p> <p>Executive Officer Team</p>
Status	Draft following consultation
Policy Replaced	Original Management Arrangement
Previous Policies	None
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OVERVIEW

The Council is committed to promoting the wellbeing of our employees and recognises that people may be affected by their alcohol, drug or other substance use and is committed to supporting employees and managers where this impacts at work.

This Arrangement applies to all Council employees. Alcohol and/or drug use by any employee must not affect service delivery or the health, safety or wellbeing of the individual, any other employee, client, contractor or pupil. All reasonable measures will be taken to protect the health, safety and wellbeing of employees who, in their role, come into contact with an employee who is under the influence of alcohol and/or drug whilst also trying to support that individual.

Alcohol and/or drug use is defined in this Arrangement as the taking of any alcohol, drug or other substance (including New Psychoactive Substances (NPS) or solvents) which adversely affect an employee's behaviour and/or ability to perform their duties and responsibilities.

Where the use of alcohol and/ or drugs adversely affects an employee's behaviour and/or ability to perform the duties and responsibilities required of them, the Council is, where appropriate and reasonable, committed to offering relevant support and treatment to enable an employee to achieve and maintain satisfactory standards of conduct and performance.

Medication which has been prescribed or advised is covered by this Arrangement in so far as use by any employee must not affect service delivery or the health, safety or wellbeing of the individual, any other employee, client, contractor or pupil. Employees are required to inform their manager where this may be the case so that the impact can be assessed and support measures provided.

RESPONSIBILITIES

The organisational structure for the implementation and management of the Council's statutory health & safety duties is described in detail in the Corporate Occupational Health & Safety Policy.

This Arrangement document applies to all Council employees and details the specific responsibilities and duties for those detailed below. This Arrangement document should be read in conjunction with the [Human Resources guidance and supporting documentation](#).

It should also be read in conjunction with the Occupational Health and Safety Policy, Infection Control Arrangements and The Control of Substances Hazardous to Health (COSHH) Arrangements and supporting guidance which can be found [here](#).

Human Resources (HR)

HR are responsible for producing alcohol and drug use guidance ensuring that it is kept up to date and regularly reviewed. They will ensure that all relevant personnel are aware of the guidance and any amendments as and when they are made.

HR will, when required:-

- ❖ Provide advice and support to managers dealing with employees who are affected by alcohol and/or drug use under this Arrangement;
- ❖ Ensure appropriate mechanisms are in place to support employees whose alcohol and/or drug use comes under this Arrangement. i.e. proactive interventions, [Employee Assistance Programme](#);
- ❖ Attend where appropriate formal meetings between management and employees;
- ❖ Advise and coach managers to determine the reasonableness of suggested recovery treatment programmes;
- ❖ Monitor sickness absences ensuring that there are no trends which may indicate raised alcohol or drug use levels. Where trends are identified advise management and provide appropriate guidance.

Health & Safety Team Co-ordinators

Within their Service Management area each Health & Safety Team Co-ordinator is responsible for effectively managing circumstances relating to alcohol and drug use.

They must ensure that their Managers within their Service Management area are aware of their responsibilities for effectively managing circumstances relating to alcohol and drug use.

Managers have a central role in relation to communication, early intervention and supporting employees who are affected by alcohol and/or drug use. They will encourage employees to take a responsible attitude to their own health and safety and the impact of their actions on others.

Managers are responsible for:

- ❖ Actively seeking to maintain a good level of communication with all employees;
- ❖ Ensuring general risk assessments for employees work activities are

carried out to identify and assess the risks and effects of alcohol and/or drug use (including prescribed or advised medication) and that these risks are either eliminated or adequately controlled;

- ❖ Ensuring that employees who have an alcohol and/or drug use issue and/or their representatives are involved when undertaking the risk assessment process and that employees are informed of the results of the risk assessment process and any control measures therein;
- ❖ Being aware of the signs and symptoms of alcohol and/or drug use and the [support facilities available for employees](#);
- ❖ Treating employees who may have issues relating to alcohol and/or drug use empathetically and, as far as possible, in confidence;
- ❖ Encourage employees to raise concerns relating to other employee's alcohol and/or drug use and respond empathetically and, as far as possible, in confidence;
- ❖ Being objective and non-judgemental when discussing the impact of alcohol and/or drug use;
- ❖ Offering encouragement and assistance to employees who voluntarily raise concerns about their alcohol and/or drug use and encourage them to seek help at an early stage;
- ❖ Conducting welcome back meetings for all employees within their remit and establishing whether alcohol and/or drugs use is related to their absenteeism;
- ❖ Following discussions with an employee and where appropriate instigating/arranging [support from appropriate agencies](#) e.g. Tayside Council on Alcohol etc.;
- ❖ Where appropriate and in discussion with the employee, monitoring recovery treatment programmes;
- ❖ Supporting employees to adhere to their recovery treatment programme;
- ❖ Carrying out ERD's and identifying issues that could be a potential risk that require action;
- ❖ Monitor sickness absences with a view to identifying trends which may indicate alcohol or drugs use issues;
- ❖ Attending training to ensure that they are able to effectively manage employees whose alcohol or drugs use comes into this arrangement;
- ❖ Providing support to employees who may be experiencing personal problems outwith the work environment which may lead to alcohol and/or drugs use issues;

- ❖ Informing appropriate authorities of illegal drug use or any activity or behaviour over which there are concerns as to its legality.

Occupational Health Provider

The role of the Occupational Health provider in relation to alcohol and/or drug use will be to:-

- ❖ Provide advice to managers on how health can affect an employees' work and how work can impact on an employees' health, including the effects of medically prescribed/advised medication on the individual within the working environment;
- ❖ Recommend adjustments to facilitate / maintain employees fitness for work;
- ❖ Signpost individuals to appropriate [sources of support](#) who have indicated they may have an alcohol and/or drug use issue;
- ❖ Support individuals who have been absent as a result of alcohol and/or drug use, providing advice to both the individual and their manager and where necessary providing advice on a return to work plan.

Employees

Employees have a duty to take all reasonable steps to promote and protect their own health and wellbeing and the health and wellbeing of those who may be affected by their behaviour.

In relation to alcohol and/or drug use employees are expected to:-

- ❖ Be at work free from the effects of alcohol, drugs or other substances in order that they can carry out their duties and responsibilities safely and competently.
- ❖ Not consume alcohol drugs or other substances during working hours (including at lunch, whilst 'on call/standby' or 'on duty' before or during a school excursion) other than as specified in 'Special Circumstances' below:

Special Circumstances – alcohol consumption during a Civic Reception or Council event where the employee has been invited as a member of the Council workforce.

Alcohol can be consumed, sensibly and responsibly at these events, where it is made available by the Council and where an employee is not returning to work following the event.

- ❖ Take a responsible attitude to alcohol when representing Perth & Kinross Council outwith normal working hours. More information can be found [here](#) along with the PKC Code of Conduct.
- ❖ Not be in possession of illegal substances whilst at work.
- ❖ Declare any concerns about their alcohol and/or drug use at an early stage.
- ❖ Inform their manager if they are taking any medically prescribed or advised medication which may affect service delivery or the health, safety or wellbeing of the individual, any other employee, client, contractor or pupil.
- ❖ Be responsible for their own behaviour.
- ❖ Be aware of the factors that may contribute to their alcohol and/or drug use and actions they can take to improve their health and wellbeing.
- ❖ Raise issues with management where they perceive alcohol and/or drug use is an area of concern and seek appropriate support.
- ❖ Co-operate with management to address their issues of alcohol and/or drug use and adhere to their recovery treatment programme.
- ❖ Inform their manager if they have concerns about other employees' potential alcohol and/or drug use.
- ❖ Encourage fellow employees who may have an alcohol and/or drug use problem to raise their concerns with their manager and seek appropriate support.
- ❖ Attend Occupational Health, should they be required to do so.

Health, Safety & Wellbeing Team

The Health, Safety and Wellbeing Team will, when required, provide support to managers in undertaking alcohol and/or drug use risk assessments.

Organisational Development

The Organisational Development Team are responsible for sourcing appropriate training.

Trade Union Representatives

Trade Union representatives have a responsibility to support and advise their members.

The Council consider **the role of Trade Union representatives** in relation to alcohol and/or drug use **will be to:**

- ❖ Encourage employees to seek help and support for any alcohol and/or drug dependency/ issues;
- ❖ Work in partnership with management to promote and prevent health, safety and wellbeing in relation to alcohol and/or drug use.