



**LIVERPOOL HOPE UNIVERSITY**

**STAFF DRUG AND ALCOHOL POLICY**

<b>Reference:</b>	D&A Policy
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This policy sets out the University's position with regards to drugs and alcohol within the workplace and the duties and responsibilities of individual staff, managers and the Personnel office when the consumption of alcohol, drugs or controlled substances affects staff performance at work and may have an impact on the health and safety of the member of staff or others on campus.

This policy applies to all staff employed by and working for the University and aims to help provide a healthy and safe environment for all employees, students and visitors.

It is also the intention of this policy to allow the University to foster a supportive and confidential environment for staff members who seek help regarding substance misuse, as well as to promote health & well-being of staff through provision of information to staff on the harmful effects associated with alcohol or substance misuse.

The University reserves the right to invoke disciplinary procedures that may apply in the case of one-off situations involving staff being under the influence of drugs or alcohol whilst at work, as well as where action is required when there is recurrent problematic use of drugs or alcohol.

## **Definitions**

### **Substance Misuse**

Drinking alcohol, taking drugs or a controlled substance, either intermittently or continuously which interferes with an individual's health, work performance, conduct or is likely to affect the safety of themselves and others.

### **Drug**

Includes any substance that produces physical, mental or behavioural changes in the user, the sale, possession or consumption of which is illegal. This includes psychoactive substances previously known as legal highs but exempts tobacco and alcohol.

### **Controlled Substance**

This term refers more specifically to prescription medication which is controlled under the Misuse of Drugs legislation where stricter controls are required to prevent misuse or harm to users. Controlled substances may not have been prescribed for the person using such drugs or such prescription drugs are not taken in accordance with the manufacturers or physician's direction.

### **Specified duties**

Specified duties are those where consumption of alcohol or drugs could pose a danger to the staff member or another person due to the impairing effect on judgement and physical co-ordination, and those where the appearance of having consumed alcohol or drugs would have an adverse effect on the reputation of the University. Managers will withdraw staff from these duties if they suspect them to be under the influence of drugs or alcohol.

Staff and line managers should regularly assess specified duties and the relevant risk assessments, to assert duties that are required to be drugs or alcohol free. Examples for such areas are listed below;

- Operating dangerous equipment or machinery
- Working with hazardous chemicals
- Working at height, or in locations where an unimpaired sense of balance is essential

- Driving any vehicle of any description
- Working in a security-related role

This list should be for illustrative purposes and is not exhaustive.

### **Problematic use of drugs or alcohol**

The University recognises that recurrent problematic use of, or addiction to, alcohol and drugs may in some cases be considered a medical condition and should be treated as such with reference to appropriate University policies, including the Sickness Absence and Monitoring Policy. Staff, in such cases, will be encouraged to seek help and treatment voluntarily at an early stage through their GP initially but may be referred to Occupational Health or other agencies by the Personnel Office, as appropriate. However, circumstances may arise which need to be considered under the Disciplinary Procedure or Capability Policy. Strict confidentiality will be observed, whatever the actions taken.

## **Responsibilities**

### **Staff Members**

All University staff are required to;

- Report for work, and remain throughout the working day or the duration of their shift, in a fit, capable, professional and safe condition to undertake their duties.
- Take seriously their duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- Notify their line manager or Head of Department immediately if use of alcohol, drugs or a controlled substance is likely to cause impaired work performance
- Raise any concerns regarding colleague's fitness to work, especially where the work environment involves operating equipment, machinery or access to a vehicle.
- Not consume alcohol during work time, other than at University events where alcohol may be provided by the University
- Remain fit for work, professional and capable as to not endanger themselves or others whilst working off-site.
- Not bring or use illegal substances onto University premises under any circumstances

### **Managers**

All University staff members with line management responsibilities will;

- Make staff aware of the University's Drug and Alcohol policy
- Remove from the work area any staff members who they suspect are under the influence of drugs or alcohol
- Ensure risk assessments for operating equipment or machinery includes a consideration of the risks of impaired work performance as a result of a controlled substance.
- Discuss, in confidence, with staff members as soon as possible if behaviour, performance or absence indicates there may be a substance misuse problem
- Seek further guidance from Personnel in relation to absence management and disciplinary and capability procedures, as well as referral to other agencies for confidential advice and support for the staff member

**Personnel Office**

The Personnel office will;

- i. Provide advice and further guidance to managers and staff in accordance with University policy.
- ii. Provide advice and information to staff on the harmful effects associated with alcohol or substance misuse.
- iii. Provide support for staff and managers in seeking confidential health advice and referral for treatment
- iv. Monitor progress where substance misuse is identified and provide confidential support to staff members undergoing treatment

**Consumption of Alcohol on University Premises**

It is recognised that alcohol will be made available at some University-related events, and this may also include work-related events hosted on external premises. However, staff members are expected to maintain and be responsible for their own standards of behaviour, with the emphasis on avoiding any actions which could lead to a complaint or harm the reputation of the University. Where events are hosted and under the control of the University, non- alcohol alternatives should always be provided.