



Substance Misuse Policy



1. Introduction

Skills People Group consists of the following companies:

- *Construction Skills People*
- *C&G Assessments and Training Ltd*
- *Training Futures UK Ltd.*

The Company is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers, learners and visitors as part of delivering a responsible business strategy. Therefore, we are committed to ensuring that all staff, learners and associates are aware of our Substance Misuse policy.

2. Overview

This policy sets out our aims and intent in managing alcohol and drug problems in the workplace and at the academy. The company have a responsibility under Health and Safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities.

Alcohol and Drug problems are associated with a wide variety of costs for employers and employees. The costs include ill-health, sickness absence, reduced work performance and accidents in the workplace.

Consumption of drugs and or alcohol (Including prescription over the counter drugs) or intoxication during working hours implicates the health and safety of the individual and others, as these substances impair coordination, judgement and decision making. Irresponsible behaviour resulting from the misuse of drugs and/or alcohol will not be tolerated and can have a damaging effect upon our reputation, business and everyday life.

This policy is designed to ensure that all staff, learners and associates are aware of the impact of alcohol, and drug abuse can have upon themselves and the business.

3. Definitions

Alcohol abuse – Any drinking that, either intermittently or continual which interferes with health and/or social functioning and/or work capability or conduct.

Drug – We define drugs as illegal, prescribed and or over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by an employee/learner's is legitimate.

Drug Abuse – We define drug abuse as the illegal use of drugs, the deliberate misuse of prescribed or over the counter drugs and solvents, either intermittent or continuous that interfere with health and/or social functioning and/or work capability or conduct.

4. Identification of a problem

Substance misuse may become apparent through various sources of information and signs. The following is a list of signals/signs that could indicate an issue or problem:

- Persistent short-term absence
- Frequent unauthorised absence
- Reoccurring accidents or injury
- Paranoia/Aggression
- Short tempered and confused
- Poor Time keeping
- Inconsistency in work performance
- Slurring of speech and tiredness
- A breakdown in working relationships
- Deterioration in Physical appearances, such as dental problems/weight loss

These signs can have numerous other effects and cause lots of issues. We encourage managerial staff to use the personal information at their disposal and intellectual discretion to identify a potential problem.

Colleagues may be the first to notice when an employee is misusing substances or has an alcohol problem. If you notice anything strange or have any concerns you should:

- Encourage the person to seek help from their line manager or support agencies
- Report the matter to your line manager as soon as possible.

If a learner is showing signs or suspected of Drug or Alcohol misuse, then the assessor/tutor are to report the incident/issue to their line manager and the safeguarding team by telephone: 01246 589444 or email: safeguarding@skillspeoplegroup.com at the earliest opportunity. The following should then happen:

- The assessor/tutor/delivery specialist is to inform the company of the suspected incident/action
- If confirmed and dependent on the substance misuse and capability of the learner:
 - Complete a safeguarding disclosure form and forward to a member of the safeguarding team (List on the form) S:\Group Quality\GENERAL DOCUMENTS - FORMS\Safeguarding and Prevent forms
 - A member of the safeguarding team is to investigate the disclosure and agree a suitable outcome. ie; signpost/identify help and support if required i.e. Doctors, AA etc.
 - If appropriate remove the learner from the course if necessary and ensure they return home safely
 - Monitor the learner and update as part of the safeguarding process

****Refer to the Safeguarding and Prevent Policy for further details***

Where relevant information will be shared with the prime funder and the awarding organisation will be notified of any incidents within 5 working days. **Awarding organisations** include but are not limited to: HABC, Pearson, CITB, Proqual, Lantra, HESA, SQA, City & Guilds.

Once fully investigated HESA and awarding organisations will be contacted and briefed upon findings/decisions as it may be the police and or local authority investigation.

5. Legal/Law

The Health & Safety at work Act 1974 places a duty of care on employers to protect the Health, Safety and Welfare of its employees and others who are (or may be) affected by their activities, as far as is reasonably practicable and we are committed to ensuring we take all practicable measures on ensuring safety for all.

Under the Management of Health & Safety at Work Regulations 1999, we will carry out a risk assessment to identify workplace hazards and put measures in place to minimise these risks.

Under the Misuse of Drugs Act (1971), it is illegal for anyone to produce, supply or be in possession of illegal drugs.

Employers may be liable if they knowingly allow an employee, customer or service user to dispense, manufacture, possess, use or sell drugs on their premises.

6. Enforcement

All employees and learners are to come to work free from the effects of alcohol and drugs. Working under the influence of alcohol or drugs or consuming alcohol or drugs during working hours including paid and unpaid breaks is unacceptable behaviour and amounts to Gross Misconduct.

Employees/learners found in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police.

If the use of prescribed drugs is likely to affect job performance and or safety, employees and learners are to inform their assessor/tutor/line manager immediately.

Learners who attend any courses are informed about the dangers substance misuse and guidance can be found in the learner handbook.

7. Misconduct

In circumstances where a learner/employee breaches this policy on an individual case, it will be investigated and dealt with accordingly, however breaching this policy is classed as Gross Misconduct. Each case will be investigated and dealt with on its merit.

If a learner/employee admits to having a substance misuse problem, the disciplinary process may be held in abeyance. This may be the successful outcome of treatment and improvement of performance/job capability.

If the learner/employee subsequently admits to a substance misuse problem following an instance of serious misconduct, we may carry out the support route and disciplinary route in tandem.

8. Voluntary Referral

Learners or employees who suspect or know they have a drug or alcohol problem are encouraged to seek support and help at the earliest opportunity.

In such instances, we recognise that it is up to the discretion of individuals regarding informing their assessor/tutor line manager.

9. Referral by Management

Managers, Assessors and Tutors will offer support and guidance to learners and employees who are suspected of having an alcohol or drug problem.

If the problem has become apparent of a decline in work performance, management will put the individual on a performance improvement plan where the employee will be required to demonstrate improvement and satisfactory completion of the support programme. If performance does not improve, disciplinary action may be taken.

Learners and employees will be given permission to attend treatment within work time if possible. If an employee is absent, normal sick pay arrangements will apply.

10. Confidentiality

Any disclosure will be confidential, any investigation will be carried out by a senior manager who will not divulge any information. Appropriate staff must not divulge any information regarding any case that could compromise personal safety for drug or alcohol related issues.

11. Relapse

The group realise that relapse is common with any alcohol or drug problem. We will treat any relapse on a case by case basis. During a review we will take

12. Education

The Group is committed to promoting Health and Welfare at work. We will provide learner/employees with information on safe and sensible drinking and the risks associated with drug abuse through monthly 'Hot Topics' and a learner handbook. We will also disseminate this information through email, letters and posters where applicable.

We are also committed to providing suitable and sufficient training to help managers/tutors and learners support this policy and give guidance any learner or employee with a problem. Additional support can also be given from Human Resources.

All staff will be made aware of their responsibilities through induction training and by reading this policy. Learners will be made aware of this policy on day one of a course they are attending through reading the learner handbook they are given at the start of every course.

This policy will be sent to all staff during induction and will thereafter be available on local drives.

13. Review

The company review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes to legislation.

This policy will be reviewed annually by HR and the Quality Manager or, in line with changes to legislation.

Document Control

Date of change	Version	Overview of amendment	Amended by / Job title	Approved by	Approval date
25-06-19	1	Policy created as per Employee Handbook	Julie Lawton (Quality Manager)	Tom Armstrong (Quality Director)	03-07-19