

Ref: WF18

ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

Executive Sponsor & Function	Executive Director of Organisational Development and Workforce
Document Author:	People and Relationships Team Manager
Approved by:	Trust Board
Approval Date:	26/09/2024
Date of Equality Impact Assessment:	August 2024
Equality Impact Assessment Outcome:	No adverse impact on any protected characteristics
Review Date:	September 2027
Version:	4

CONTENTS PAGE

		Page Number
1.	Introduction	4
2.	Policy Statement	4
3.	Scope of the Policy	5
4.	Aims and Objectives of the Policy	6
5.	Roles and Responsibilities	6
	5.1 The Manager	6
	5.2 The Employee	7
	5.3 The Occupational Health Department	8
	5.4 The People and OD Department	8
	5.5 Recognised Trade Union Representative	8
6.	Definition	9
	6.1 Psychoactive Substances	9
	6.2 Illegal Drugs	9
	6.3 Alcohol	9
	6.4 Prescribed Medication	9
7.	Policy Compliance	10
8.	Identifying an Issue	11
	• Issues identified through general observations	12
	• Issues of a disciplinary nature	12
	• Issues with registration with a Professional Body	13
	• Issues for staff who perform driving duties	14
9.	Offer of Help	14

10.	Emergency Attendance at Work	15
11.	Disciplinary Action	16
12.	Promotion and Awareness	16
13.	Equality	16
	13.1 Equality Impact Assessment	17
	APPENDICES	
	Appendix 1 – External Organisations Offering Drugs and Alcohol and Counselling	18
	Appendix 2 – National Sources of Help and Advice	23
	Appendix 3 – The Legal Position	25
	Appendix 4 – Issues at Work Cause by Substance Misuse	26

1. INTRODUCTION

Velindre University NHS Trust is a provider of healthcare and associated services and promotes the highest standards of awareness, health and safety in the workplace. The Trust recognises the importance of the welfare of its staff in all matters and issues relating to substance misuse, in or out of work. The Trust treats alcohol and substance misuse and issues related to this condition as a health and wellbeing matter that requires advice, support and treatment.

For the purpose of this policy, “substances” are defined as alcohol, illegal or prescribed drugs and substances. Refer to Section 6 of the policy for the definitions.

- 1.1 The Trust expect all members of staff to adopt the highest standards of performance and conduct. Alcohol, drugs and substance misuse can adversely affect an individual’s skill and judgement, which may detrimentally affect their performance and the standard of service delivery to patients, donors, service users and colleagues, potentially causing unacceptable levels of risk and harm;
- 1.2 The Trust has an obligation as a provider of health care and related services to minimise risks, dangers and complaints concerning the standards of health and wellbeing, conduct and capability of its workforce, in the context of alcohol, drugs and substance misuse.

2. POLICY STATEMENT

The purpose of the policy is to help protect our staff and others that use our services, by raising awareness of the consequences of substance misuse and to encourage those with a problem to seek help and support.

- 2.1 The Trust will offer support, guidance and access to services, to promote an honest, positive and caring approach to all staff regarding potential and actual problems of alcohol, drugs and substance misuse within and outside of the workplace;
- 2.2 Throughout the Policy, misuse refers to the use of psychoactive substances, including illegal drugs, alcohol, prescribed medicines and substances and there misuse, regardless of whether the use is deliberate or unintentional;
- 2.3 The term misuse refers to inappropriate use, habitual misuse and/or excessive use of alcohol, drugs including prescribed medicines and substances;
- 2.4 The Trust has a duty to ensure that a staff member’s use of alcohol and substances outside of the workplace does not impair the safe and efficient delivery of our services, or results in risks to their health and safety and that of others, to comply with the health and safety legislation.

3. SCOPE OF POLICY

3.1 This policy applies to all Velindre University NHS Trust employees and workers (including hosted organisations) and anyone working on Velindre University NHS Trust premises. This list includes:

- Bank and Agency Workers;
- Contractors;
- Honorary Contract Holders;
- Secondees;
- Students;
- Volunteers;

NB. This list is not exhaustive

3.2 This policy covers misuse of psychoactive substances, including illegal drugs, alcohol, prescribed medicines, solvents and substances.

3.3 Staff issues concerning alcohol, drugs or substance misuse will be managed in accordance with this policy and in the strictest of confidence.

3.4 It is recognised that for some staff alcohol, drug or substance misuse is a medical condition.

3.5 Staff must not drink alcohol or use drugs or substances, other than prescribed medication, while on duty or on Trust premises. Should a member of staff be required to take prescribed medication and believe that it has the potential to or is affecting their performance or ability to carry out their role safely, they should bring the matter to the attention of their manager.

3.6 Staff must not be under the influence of alcohol, drugs or substances at the commencement of their working day or when they are required to work on call or be on standby. Staff are not permitted to drink alcohol, use drugs (other than prescribed medication, where appropriate and safe to do so) or substances when in work, including during a paid or unpaid break following which they are required to return to work. All staff should be aware of the time required for the body to recuperate from the effects of alcohol, drugs and substances.

3.7 Alcohol must not be consumed on Trust premises at any time.

3.8 Should a member of staff attend for work under the influence of alcohol, drugs, or substances, the Trust will make the necessary arrangements to ensure they get home safely.

3.9 All staff should be aware of the potential impact on patients etc. should they be able to smell alcohol on their breath. This can relate to concerns over their actual or

potential ability to perform effectively and safely in their role, their professional image and reputation and that of the Trust. This is an important consideration, as a large proportion of our staff have face to face contact with colleagues, patients, donors, carers, relatives, visitors and the public and they are required to exercise their professional skills and judgement to ensure the provision of safe and effective services.

- 3.10 A staff member who is required to discuss allegations of alcohol, drug or substance misuse in the workplace with their manager, an investigating officer, etc. will be entitled to be accompanied by their trade union representative or a workplace colleague, not acting in a legal capacity.

4. AIMS AND OBJECTIVES

The overall aim of the policy is to ensure that the Trust provides support and assistance to staff with alcohol, drugs, substance misuse related problems. The objectives include:

- 4.1 To minimise and ultimately eliminate risks and complaints concerning the standards of conduct, performance and capability of our staff;
- 4.2 To protect and maintain the health, safety and wellbeing of our staff, patients, donors, service users, visitors and the general public;
- 4.3 To promote the health and wellbeing of staff;
- 4.4 To ensure that the principles of equity and consistency are applied when dealing with staff who may have alcohol, drugs and substance misuse related problems;
- 4.5 To ensure that alcohol, drugs and substance misuse issues are addressed and treated as a health related issue.
- 4.6 To ensure that staff are treated sympathetically and offered appropriate support and assistance, to address their health related issue;
- 4.7 To balance the requirement of dealing with alcohol, drugs and substance misuse issue as a health related issue against the requirement to invoke the disciplinary policy, in instances of misconduct. Where the disciplinary policy is invoked, the disciplining officer will consider the mitigation and that the staff member may require a more understanding approach, due to their dependency.

5. ROLES AND RESPONSIBILITIES

5.1 The Manager

- To be aware of how to identify and deal with staff presenting for work showing signs of alcohol, drugs or substance misuse, as they have a duty of care for

their staff, patients, donors and service users etc. Managers should make themselves familiar with the [Manager's Guide to Dealing with Alcohol and Drugs in Work](#);

- To ensure that all staff are aware of and adhere to this policy, and understand its implications;
- To manage staff with an alcohol, drug or substance misuse health issue in accordance with the provisions set out in this policy;
- To ensure that they treat all alcohol, drug or substance misuse related cases confidentially, with sensitivity and a compassionate approach;
- To provide support and assistance to staff in the workplace and encourage them to seek help voluntarily, in the first instance;
- To refer staff to external advice, support and / or counselling organisations, where appropriate;
- To ensure they know their staff and are aware of their health, safety and welfare needs.

5.2 The Employee

- To behave responsibly and to remember they must comply with their professional codes of practice, at all times;
- To be aware of their responsibilities under health and safety legislation, public interest disclosure and clinical governance in respect of the implications of being under the influence of alcohol, drugs or substances in the workplace.
- To report any concerns and seek advice from their manager or the People and OD Department immediately should they have concerns that a colleague may have a substance misuse health related issue. Under no circumstances should they try to “cover up” for a colleague in the workplace as this could endanger the health and safety of colleagues and service users;
- To be aware of their personal responsibility to report where the health and safety of staff or service users etc. may be at risk, where alcohol, drugs or substance misuse may be affecting a colleague’s performance, conduct etc.;
- To seek appropriate support and advice from their manager, Occupational Health Department, Employee Assistance Programme, the People and OD Team or their GP, as appropriate should they believe they have a substance misuse health related issue;
- To cooperate with the support and assistance offered by the Trust and / or support organisations working with them, to address their substance misuse issue;
- To take proactive steps to seek and obtain help and support for themselves should they believe that they have an alcohol, drugs or substance misuse related problem;
- To be aware of the potential implications of substance misuse in respect of other relevant Trust policies e.g. Capability Policy, Disciplinary Policy, Dignity at Work, Violence, Domestic Abuse and Sexual Abuse Workplace Policy,

5.3 The Occupational Health Department

- Provide an impartial and confidential service to staff;
- To provide general advice and support to managers and staff on substance misuse issues, as appropriate;
- To provide medical advice and support to staff with a performance, capability or conduct issue that may be related to substance misuse;
- To assess staff who self refer or are referred by their manager for substance misuse advice and support. This may include a medical assessment and / or a referral to an external advice, support or counselling substance misuse organisation;
- To provide timely, effective and appropriate communication in the form of medical reports, between staff and individual who are involved in the management of the case. This includes the line manager, Workforce Department, GP and any therapeutic organisation;
- To keep appropriate records;
- To advise the manager should a staff member not attend a planned appointment;
- To make staff aware of the policy and actively promote health promotion initiatives and awareness in relation to alcohol, drugs and substance misuse.

5.4 The People and OD Department

- To provide advice, guidance and support to managers and staff as and when required, in respect of the application of this policy and other relevant Trust policies e.g. Disciplinary Policy, Capability Policy etc.;
- To ensure that all staff with a substance misuse issue are treated fairly, consistently and with compassion.

5.5 Recognised Trade Union Representatives

- To ensure that their members are aware of the Policy and understand the implications of not adhering to it;
- To Inform their members of their rights and responsibilities under the policy;
- To offer and provide support and accompany their members to meetings conducted under the policy;
- To encourage and support their members to seek help for an alcohol, drug or substance misuse issue, where appropriate;
- To provide information of external organisations that can provide advice, support and counselling, to assist them with their misuse issue.

6. DEFINITIONS

6.1 Psychoactive Substances

The Psychoactive Substances Act 2016 captures all psychoactive substances that are not classified as illegal drugs. For the purpose of this policy, psychoactive substances are those 'capable of producing a psychoactive effect in a person who consumes it'. Psychoactive substances include those, which are often misleadingly referred to as 'legal highs.' These substances are designed and produced to mimic the effects of drugs such as cocaine, cannabis and ecstasy but have been created so that their chemical structure is different enough to avoid being controlled under current drug laws. This includes inhalation of substances that can affect an individual's coherence, health and wellbeing e.g. solvents.

6.2 Illegal Drugs

The Misuse of Drugs Act 1971, states that controlled drugs are those that are 'dangerous or otherwise harmful', primarily under a 3-tier system of classification, Classes A, B and C. The classification provides a framework within which criminal penalties are set with reference to the harm a drug has, or is capable of having, when misused and the type of illegal activity undertaken in regard to that drug.

6.3 Alcohol

Alcohol is a drug which when used in excess affects concentration, coordination and work performance. The misuse of alcohol interferes with an individual's health and wellbeing and it may cause harm to colleagues, service users etc., as well as affecting the quality of the service as a whole. Drinking even small amounts of alcohol before carrying out work that is 'safety critical' will increase the risk of an accident. Alcohol can also affect those driving to work after a night of heavy drinking, as the staff member may have blood alcohol levels in excess of the legal limit and may therefore be unfit to drive and to work.

Staff are not permitted to consume alcoholic drinks, take illegal drugs or substances at any time during their working day. This includes all breaks during the working day whether paid or unpaid. It also applies to offsite retirement / leaving functions, which may take place during the working day.

6.4 Prescribed Medicines

This applies to the misuse and dependence on prescribed or over the counter medication. If a staff member believes that their prescribed or over the counter medicine has the potential to or has an adverse effect on their ability to perform their duties, they should stop working and report this matter to their manager immediately.

7. POLICY COMPLIANCE

- 7.1 In the context of work, not only does use of alcohol, drugs and substances damage the staff member's health and wellbeing, it can also affect their future employment as a result of:
- Safety concerns raised by colleagues, patients, donors, service users etc.;
 - Loss of productivity and poor performance;
 - Conduct issues;
 - Lateness and absenteeism.
 - The effect on team morale and staff relations;
 - General concerns and negative publicity, which can result in reputational damage.
- 7.2 No member of staff should report to work either under the influence of or smelling of alcohol. Depending on the circumstances, which should be investigated, this may constitute a disciplinary offence under the Trust's Disciplinary Policy (see 11 below). All staff members are also expected to pay due consideration to their professional and personal accountability in this regard.
- 7.3 Where it is identified that a member of staff is in possession of using or supplying illegal drugs or psychoactive substances in the workplace, this will be investigated under the All Wales Disciplinary Policy. The matter will also be reported to the police.
- 7.4 If a manager suspects a member of staff may have an alcohol, drug or substance misuse issue they should firstly undertake a private and confidential meeting with them, to discuss their suspicions. The manager is required to ensure that they make and retain a written record of the meeting.
- 7.5 Should a member of staff be observed in work, in what their manager or colleagues considers to be an unfit / unsafe state, due to alcohol, drug or substance misuse, their manager will consider the situation, seeking advice from the People and OD Department. This situation may result in the member of staff being dealt with in accordance with the Disciplinary Policy, following an initial assessment of the case. The member of staff will be required to attend a meeting with their manager and a People and Relationships Advisor upon their return to work.
- 7.6 Where necessary, the member of staff will be taken home immediately. The manager will be responsible for ensuring that they are taken home safely. The manager will also ensure that the staff member has access to immediate support via the Employee Assistance Programme and / or Occupational Health, by providing them with their contact details.

- 7.7 Where a bank, agency or contractor worker is observed in work in what a member of staff or manager considers an unfit / unsafe state due to alcohol, drug or substance misuse, the matter must be reported to the responsible manager. The responsible manager will arrange to ensure that the worker is taken home safely, using a safe method of transport. The responsible manager will also be required to report the incident to the Bank Office, agency or contractor.
- 7.8 As soon as it becomes apparent that a member of staff has alcohol, drugs or substance misuse issue, the manager should immediately seek advice from the People and OD Department. Full consideration will be given to any information provided and suggestions put forward by the member of staff, as well as any actions that need to be taken immediately, to ensure the safety of colleagues, patients, donors, service users etc. The manager may consider the appropriateness of suspending the staff member from work, depending on the circumstances. The manager is required to write to the member of staff following the meeting to outline the issues discussed and the advice and support offered e.g. provided with a copy of the policy and advised of the potential implications, an Occupational Health referral, signposting to the Employee Assistance Programme and other external advice, support and counselling organisations.
- 7.9 The staff member must be referred to the Occupational Health Department as soon as possible to obtain advice on the extent of the alcohol, drugs or substance misuse related issue and to determine the potential and real effects on their ability to fulfil their duties and responsibilities of their role.
- 7.10 A member of staff who has identified or been identified as having an alcohol, drugs or substance misuse issue will be required to cooperate fully with any referral or treatment recommended by the Occupational Health Department.
- 7.11 The manager will consider the Occupational Health advice and will decide whether the member of staff should remain in work, taking into consideration the risks involved and the extent of the alcohol, drugs or substance misuse related issue.

8. IDENTIFYING AN ISSUE

- 8.1 Research suggests that the workplace is an appropriate place to create an environment in which individuals who misuse alcohol, drugs or other substances can be encouraged to make decisions, to change their behaviour. The potential of job loss and future career prospects can often be a prime motivating factor.
- 8.2 Alcohol, drugs and substance misuse concerns may come to the attention of a manager in a variety of ways. Managers must therefore be alert to the issue of substance misuse within their team and the wider organisation. Please refer to the [Manager's Guide to Alcohol and Drugs in the Workplace](#);

- 8.3 Education and support in recognising signs of alcohol, drugs and substance misuse will be made available for managers.
- 8.4 All staff should be aware that they do not need to wait to be approached by their manager or a colleague before seeking help with a substance misuse issues. Staff may recognise themselves that they have a substance misuse issue before it comes to the attention of their manager. In this situation, staff are actively encouraged to seek help from the Occupational Health Department or the Employee Assistance Programme, voluntarily.

Issue Identified through General Observations

- 8.5 Where a manager reasonably suspects a member of staff has a potential alcohol, drugs or substance misuse issue through general observation they are obliged to explore the matter further with them.
- 8.6 The manager should discuss their concerns with the staff member in private. They should approach the matter in an honest, non-judgemental and empathetic manner, while understanding that these symptoms may have some other origin e.g. side effects from prescription drugs. During these discussions, the manager should always offer help and support, with reference to this policy and agree a written support plan. At the same time, the manager should remind the member of staff of their personal and professional responsibilities when reporting for work. The right to be accompanied by a trade union representative or a workplace colleague, to a meeting of this nature, would not ordinarily be refused.
- 8.7 All staff members are actively encouraged to voluntarily seek advice and support under this policy, should they believe that they have a potential alcohol, drugs or substance misuse problem, before it becomes an issue in the workplace.
- 8.8 Staff members who voluntarily seek help or are managed under this policy will normally be guaranteed confidentiality. However the Trust may have a duty to inform the appropriate authorities if there is evidence that suggests that the staff member's substance misuse issue has resulted in them breaking the law at work e.g. in roles which involve driving. It should also be noted that colleagues etc. who are aware that a staff member has a substance misuse issue that has the potential to or is having an impact on them undertaking their duties and responsibilities, must report the matter to the manager. This will ensure that appropriate action is taken to protect the health, safety and wellbeing of other colleagues, patient, donors and service users etc.

Issues of a Disciplinary Nature

- 8.9 Staff may be identified as having an issue with alcohol, drugs or substance misuse because of an incident or allegations of a disciplinary nature. Staff with an alcohol,

drugs or substance misuse issue cannot be excused from complying with the accepted standards of conduct, health and safety etc.

- 8.10 It is acknowledged some religions believe in the use of some drugs, as elements of their faith. While this is recognised, drugs such as marijuana (except for prescribed cannabinoids) are illegal and therefore staff under the influence of, or found to be using such drugs in the workplace will be managed under the Disciplinary Policy.
- 8.11 The policy has been developed to help identify early problems of alcohol, drugs or substance misuse and provides appropriate advice and support to staff to avoid their issue leading to a breach of the disciplinary rules. Staff must be aware that where a serious offence is committed, they will be subject to the All Wales Disciplinary Policy. This does not prevent a member of staff providing evidence of a substance misuse issue in their mitigation during a disciplinary investigation and hearing.
- 8.12 Staff who have an alcohol, drugs or substance misuse issue being managed under the All Wales Disciplinary Policy will continue to be offered advice and support in accordance with the provisions contained in this policy.

Issues with Registration with a Professional Body

- 8.13 Where a member of staff is registered with a professional body and it is identified and confirmed that they have an alcohol, drugs or substance misuse issue, the appropriate senior Manager/Director will decide whether they should be reported to them. Where it is deemed appropriate to report a member of staff, the Manager/Director will follow the relevant professional body's mechanism for notification of such circumstances.
- 8.14 In circumstances where a member of staff's substance misuse leads to the loss of their professional registration, which is an essential requirement for them to practice and work in their role, their employment with the Trust may be terminated. In such circumstances, redeployment may be sought as an alternative to termination of employment, in the first instance. If the Trust is unable to redeploy the member of staff to another role, the Trust will have no alternative other than to follow a fair dismissal procedure.
- 8.15 In circumstances where a member of staff's substance misuse leads to the loss of a licence e.g. driving licence or the loss of an essential requirement contained in the job description and person specification, which is necessary for them to work in their role, their employment with the Trust may be terminated. In such circumstances, redeployment may be sought, as an alternative to termination of employment, in the first instance. If the Trust is unable to redeploy the member of staff to another role, the Trust will have no alternative than to follow a fair dismissal procedure.

Issues for Staff Who Perform Driving Duties

- 8.16 All staff have a responsibility to ensure they are able to perform their duties in compliance with the law (**see Appendix 3**).
- 8.17 Staff must consider how the effects of alcohol, drugs or substance misuse may inhibit their ability to drive as part of their duties.
- 8.18 Where applicable staff should always plan if they are going to be drinking alcohol on the night etc. before attending for work, to ensure that they are fit to drive the following day and are not in breach of the drink and drive alcohol limits. This should also be considered by staff who drive, to and from work for business purposes. In such circumstance, they should consider using public transport, not attending work etc. to protect their health and safety and that of others.
- 8.19 Staff are required to consult with their GP etc. if they feel their ability to drive may be impaired by prescribed medication. Where a staff member's ability to drive is deemed to be impaired by a health professional, they have a duty to report the matter to their manager. They may also have a duty to inform the DVLA, upon the advice of their GP etc.
- 8.20 Staff have a duty to report to their manager if they feel their ability to drive is affected by alcohol, drugs or substances.

9. THE OFFER OF HELP

- 9.1 The offer of help will normally commence with referral to the Occupational Health Department. The Occupational Health Department will offer advice and support to the member of staff and they may suggest a referral to another external organisation. There is also the option of the staff member contracting the Employee Assistance Programme to obtain substance and alcohol misuse support and counselling [EAP Contact Information](#).
- 9.2 In some circumstances it may be more appropriate or more acceptable for the staff member to contact the external organisation directly for advice and support. In these circumstances, it is appropriate for the manager to request that the chosen organisation provides written confirmation that the member of staff has accepted and will attend for treatment.
- 9.3 Staff who wish to voluntarily seek help for a substance misuse issue are encouraged to contact the Occupational Health Department directly [Occupational Health Contact Information](#) or the Employee Assistance Programme [EAP Contact Information](#). The Occupational Health and Employee Assistance Programme Contact information is also available via the Trust's People and OD Intranet site. Staff and managers

should refer to **Appendix 1** of the policy for details of external organisations that offer advice on alcohol and substance misuse and counselling services.

- 9.4 Staff are also encouraged to seek advice and support from their General Practitioner.
- 9.5 Where a manager makes a referral to the Occupational Health Department, they will be provided with a written assessment of the staff member's fitness for work. Where treatment has been recommended, the Occupational Health Department will provide confirmation to the manager of the staff member's acceptance and continued attendance for treatment. Details regarding the treatment record of the staff member will remain strictly confidential.
- 9.6 Where a member of staff makes a self-referral to the Occupational Health Department the manager will not normally be provided with a medical report outlining their assessment or advice provided etc., unless they have been given express permission by the member of staff. Any disclosure will be made in accordance with the guidance on confidentiality, issued by the General Medical Council or Nursing & Midwifery Council or other relevant professional regulatory bodies.
- 9.7 The offer of support and help will be made with the understanding that if necessary, the staff member will be granted paid time off work to undergo face to face counselling or treatment, should it fall within their contractual hours. If the staff member is unfit to attend work during a period of ongoing treatment, the absence will be treated as absence in accordance with the All Wales Managing Attendance at Work Policy.
- 9.8 Where a member of staff has taken a period of sick leave following identification of an alcohol, drugs or substances misuse issue they will be able to return to the same post, unless this would be inconsistent with the long-term resolution of the employee's problem or they have had their professional registration, driving licence etc. suspended / removed. Where a return to the same post is not advisable, or possible, consideration will be given to redeployment, if appropriate.

10. EMERGENCY ATTENDANCE AT WORK

- 10.1 It is recognised that staff may unexpectedly be called into work to cover staff shortages or to comply with an unplanned emergency on-call situation. In such circumstances, staff are expected to behave responsibly. If a staff member is under the influence of alcohol, drugs or substances, as defined in this policy, they must not report for duty and must inform their line manager that they are unable to fulfil such duties without any detriment.

11. DISCIPLINARY ACTION

- 11.1 Consumption of alcohol or any other substances as outlined in Section 6 of this policy or presenting for work under the influence of these substances will be managed in accordance with the All Wales Disciplinary Policy, as appropriate.
- 11.2 Staff who may misuse alcohol or any of the other substances referred to in this policy cannot be excused from complying with the accepted standards of conduct, health and safety etc. at work. Any staff member who behaves contrary to the Trust's standards will be subject to the Disciplinary Policy.
- 11.3 In all cases where the Disciplinary Policy is used in connection with alcohol or substance misuse, the staff member concerned will also be offered advice and support with their issue, at each stage of the procedure.

12. PROMOTION AND AWARENESS

- 12.1 The philosophy of this policy is that education on alcohol and other substances should be part of a wider ongoing programme of health promotion and health and wellbeing at work, for the whole workforce. It is not only aimed at those who are identified as having issues with alcohol, drugs or substance misuse, but to raise staff awareness and interest in their health and wellbeing, to the extent that alcohol, drug and substance misuse issues may be prevented from occurring or may be prevented from developing into a worse dependence issue. Messages about healthy lifestyles and the benefits will be continually provided by the Trust for the benefit of all staff.
- 12.2 In practical terms this means having appropriate measures in place to regularly promote healthy living messages about reducing alcohol consumption etc. by means of campaigns, events, displays, leaflets, posters, newsletters and e-mails, which include factual information regarding the effects misuse of alcohol, drugs and substances can have on staff and families.
- 12.3 Managers have a responsibility to know their staff, as such they too have a responsibility to ensure that in addition to general health and wellbeing information, appropriate messages regarding alcohol, drugs and substances are targeted at their staff.

13. EQUALITY

The Trust recognises and values the diversity of our workforce. The Trust aims to provide a healthy and safe environment for our staff, where they are all treated fairly, consistently and with dignity and respect. The Trust recognises that the promotion of equality and human rights is central to its work both as a provider of healthcare and related services and as an employer.

13.1 Equality Impact Assessment Statement

This policy has been screened for relevance to equality. No potential negative policy impact has been identified during the assessment process.

APPENDIX 1

EXTERNAL ORGANISATIONS OFFERING DRUGS AND ALCOHOL ADVICE AND COUNSELLING

Please click on the links to access services

**City & County of Cardiff
Community Alcohol and Drug Team**

[CAVAMH](#)

Vale of Glamorgan
Newlands
26 Newland Street
Barry
CF62 8EA
Tel 01446 700943

[Inroads - Cardiff Street Drugs Project](#)

2-10 Holton road
Barry
CF63 4HD
01446 506079

96-98 Neville Street
Cardiff
CF11 6LS
029 2040 7407

**[Pen-yr Enfys Council on Alcohol
Fitzhamon Centre](#)**

53b Fitzhamon Embankment
Riverside
Cardiff
CF11 6AN
Tel: 029 20 388003
Fax: 029 20 226660

**Cardiff Alcohol and Drugs Team
(CADT)**

[CADT](#)

02920 788300

**Betsi Cadwallader UHB Substance
Misuse Service (SMS)**

Link below

[SMS](#)

Wrexham
03000 859 444
Flintshire
03000 849 900
Denbighshire
03000 856 828
Conwy
01492 523 828
Gwynedd
03000 853 333
Anglesey
03000 853 355

[Merthyr Home Detox](#)

Merthyr Drugaid Needle Exchange
1st and 2nd floor, Oldway House
Merthyr Tydfil
CF47 8UX
Tel: 01685 721991

**[DASPA – Drug & Alcohol single point
of access](#) – 0300 333 0000**

MIDAS Drugaid Merthyr

Midas House
2nd Floor, Oldway House
Castle Street,
Merthyr Tydfi;
CF47 8UX

Kaleidoscope Powys

(Substance Misuse Integrated Team)
01686 207111

Welshpool 2 Severn Street SY21 7AB
01938 555922

Newtown Severn House, Severn
Square SY16 2AG 01686 610 422

Llandrindod Grosvenor Rd LD1 5NA
01597 825 102

Brecon 9 Castle St LD3 9DD 01874
622 33

Drugaid

16 Clive Street
Senghenydd
Caerphilly
CF83 1GE
Tel: 023 2086 8675

BCUHB substance Misuse Service

Gwynedd Substance Misuse Service

North West Wales NHS Trust Drug
Service

Gwynedd Community Alcohol Service
Cyngor Alcohol Information Services
(CAIS)

Cyswllt Ceredigion Contact

49 North Parade
Aberystwyth
Ceredigion
SY23 2JN
Tel: 01970 626470

**PRISM Mid and West Wales Alcohol
and Drug Advisory Service**

Forestry House
Brewery Road
Carmarthen
SA31 1TF
Tel: 01267 231634

Gwent drug and Alcohol Service

Resolven House
St Mellons Business Park
Fortran Road
St Mellons
CF3 0EY
Tel: 01633 811950

**West Glamorgan Council on Alcohol
and Drug Abuse**

Celtic Court
Tremains rd
Bridgend
CF13 1TZ
Tel: 01656 650999

Drugaid

59 Commercial Street
Abertillery
NP13 1DQ
Tel: 01495 211999

NATIONAL SOURCES OF HELP AND ADVICE

Adfam National

The largest non-statutory organisation that works with and on behalf of families affected by drug and alcohol problems. This organisation is helpful for the family of an alcohol or drug user.

Helpline: 020 7553 7640

Alcoholics Anonymous

It is the largest self-help group for people who acknowledge they cannot handle alcohol and want a new way of life without it. Access to their services are free.

Helpline: 0845 769 7555

The comprehensive website explains the philosophy of AA, what to expect and details of local groups.

Cocaine Anonymous

A national self-help group specifically for cocaine users.

Helpline: 0800 612 0225, open 10:00am to 10:00pm

DAN 24/7

Free Bilingual Drug and Alcohol Helpline for Wales.

Telephone: 0808 808 2234

Drinkaware

Drinkaware is an independent charity working to reduce alcohol misuse and harm in the UK. They work to help people make better choices about drinking.

Telephone: 020 7766 9900

If you're unable to find the answer to your query on the website, then please email on contact@drinkaware.co.uk

Narcotics Anonymous

The largest self-help group for people who want to stop using drugs. Access to their services are free.

Helpline: 0845 373 3366

The website includes details of local groups.

Talk to FRANK

A Government funded free service, previously named the National Drugs Helpline. It provides advice to the drug user or anybody concerned about a drug user. It has a database of local support and treatment services that can help drug users. The focus of the helpline is for young people and concerned parents, but it will also assist adult drug users.

Helpline: 0800 77 66 00

The website provides detailed information on drugs that the non-specialist can understand.

THE LEGAL POSITION

1. Velindre University NHS Trust has a duty under the **Health and Safety at Work etc. Act 1974** (HSW Act) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all staff and persons who use our services or enter our premises.
2. There is also a duty under the **Management of Health and Safety at Work Regulations 1999**, to assess the risks to the health and safety of our staff. The Trust is concerned for the good health and wellbeing of all staff to enable them to work safely and effectively, to ensure that the Trust's reputation is not damaged by incidents related to alcohol or substance misuse.
3. The **Road Traffic Act 1988** states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle, in the same circumstances.
4. It is an offence under the **Misuse of Drugs Act 1971** for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances e.g. when they have been prescribed by a doctor or registered healthcare professional.

ISSUES AT WORK CAUSED BY ALCOHOL, DRUGS AND SUBSTANCE MISUSE

Given the wide variety of roles within the Trust, some of the following issues may be relatively more important and significant than others, dependent on the responsibilities and duties undertaken by the member of staff. It is recognised that alcohol, drugs and substance misuse can cause severe issues, not only for the staff member and their family, but also for colleagues, patients, donors, service users etc. These issues can occur not just in the obvious area of health and safety, but also in unsatisfactory work performance, sickness absence, conduct and poor relationships at work.

It is important to recognise that issues can be caused by misusing alcohol, drugs and substances occasionally, in excess and because of chronic use and dependency.

Alcohol, drugs and substance misuse issues can manifest in some or all of the following ways, but it is important to be aware that the following issues can also be caused by other factors such as stress, mental health problems, physical illness or the use of prescribed medication.

1. Work Performance

- Poor decision-making.
- Absences from work i.e. more than normally expected.
- Overlong breaks.
- Decrease in concentration - jobs take longer, require greater effort.
- Difficulty in recalling instructions and details.
- Decline in quality and quantity of work and effort cannot be sustained.
- Increase in errors of judgement.
- Increased fatigue.
- Loss of interest in work.
- General unreliability and unpredictability.
- Improbable excuses for poor performance, lateness and absences.

2. Accidents

All staff have responsibilities and duties under the Health and Safety at Work Act to take reasonable care for their own and others' safety. Evidence suggests that alcohol, drugs and substance misusers can be between 3 to 4 times more likely to have or cause an accident at work, than someone without a problem of this nature. It should be noted that even "sensible limits" of alcohol could have significant effects on judgement and application of "motor" skills.

Problems can manifest themselves via:

- High accident rates in work.
- Accidents off the job, i.e. at home or travelling to and from work.

3. Poor Relationships with Colleagues

- Over reaction to real or imagined criticism.
- Unreasonable resentment.
- Irritability or aggression.
- Complaints from colleagues.
- Borrowing money from colleagues.
- Avoidance of manager and/or colleagues.

All of these can subsequently lead to poor performance, grievances and dignity at work complaints in the workplace.

4. Individual Behaviour

- Reporting to work smelling of alcohol.
- Increasingly unkempt appearance.
- Decline in personal hygiene.
- Sudden mood changes.
- Depression.
- Acts of aggression.

5. Non Attendance

This is perhaps the most obvious area, which causes difficulties for colleagues and ultimately patients, donors, service users etc. The cost to industry and business throughout the UK of alcohol abuse has been estimated by Public Health Wales to be approximately £7 billion for the NHS and estimated £21 billion because of sickness absence, unemployment, early retirement and premature death [PHW Healthy working Wales](#)

Non-attendance at work can manifest itself in a number of ways, for example:

- Unusually high levels of short-term and long-term sickness related absences, often accompanied by imprecise reasons on return to work self certificates, e.g. flu-like symptoms, colds, gastric problems, fatigue, nervous debility.
- Multiple instances of unauthorised days off work.
- Late applications for half or one day's annual leave.
- Excessive lateness at start of work or and after lunch breaks.
- Leaving early.
- Unauthorised breaks.