



## HILLHEAD HOUSING ASSOCIATION 2000

### ALCOHOL AND/OR DRUGS MISUSE POLICY

Last reviewed by Management Committee: 3 June 2020

Date due for review: June 2023

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

本文件所載資料備有中文 (廣東話) 版本，也可以製作成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。

欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：[admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall. Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टेप, सी डी, वड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा संपर्क करें: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸਿਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

اس دستاویز میں درج معلومات اردو زبان یا آڈیو ٹیپ / سی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔  
تفصیلات کے لئے ایسوسی ایشن سے ٹیلیفون نمبر 0141 578 0200 یا ای میل [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org) کے ذریعے رابطہ قائم کریں۔

<b>Regulatory Compliance</b>	
<b>Financial Impact</b>	Low
<b>Risk Assessment</b>	Low

## **1. Introduction**

Hillhead Housing Association 2000 is committed to ensuring the Health, Safety and Welfare of its employees is maintained at work and striving for continual improvement where opportunities are identified. The Health and Safety Committee have developed this policy document, in consultation with employees and management. It not only reflects statutory requirements set down in the Health and Safety Act 1974 (and delegated legislation), the Misuse of Drugs Act 1971 but also best practice.

Hillhead Housing Association 2000 have not identified any indications associated with the misuse of substances that lead us to believe we have a greater problem among our employees than those of other organisations but we are aware that we are not immune to potential problems.

Hillhead Housing Association 2000 acknowledges it has a duty of care to its employees and wishes to proactively protect them from hazards that arise from substance misuse. This Policy establishes the required standards and steps to be taken to protect employees from these hazards within the workplace.

## **2. Principles**

The group's Alcohol and/or Drugs misuse Policy will:

- Be clear and understood by all employees
- Be fair and equitable and non-discriminatory
- Reflect the needs of the individual
- Prevent substance misuse problems occurring at work
- Reflect statutory requirements and meet best practice
- Be flexible and adaptable to changing needs

## **3. Objectives**

1. To provide and improve the safe working environment for staff, clients, contractors and visitors.
2. To create an awareness and openness on the problems of substance misuse.
3. To establish a consistent approach substance misuse within the workplace.
4. To provide both line managers and staff with the tools and information to identify indications and problems.
5. To encourage employees with a substance problem to seek help and treatment.
6. To provide support for employees.

## **4. Approach and Method**

### **4.1 Introduction**

Our aim is to reduce the hazards in workplace caused by the misuse of substances. The use of substances within the workplace can affect the body and mind in a number of ways, some of which may introduce risks that have not been identified by risk assessments. This lack of identification will prevent controls being adopted that manage risk and prevent harm.

Where prescribed substances, that may affect the individual as described in definitions below, are used for medical purposes, line management should be informed of possible effects to ensure controls of risk are adequate. The effect of some substances may be prolonged and extend beyond free time into work hours. In this way, some substances may influence work performance when taken outside the work environment. Substances taken can affect safety, performance, absenteeism, efficiency and productivity whether it is legal, illegal or prescribed.

### **4.2 Definitions:**

- “Substances” within the terms of this Policy refers to any psychoactive (altering the mind and body) product, whether illegal, prescribed, purchased over the counter from pharmacies or other retail outlets. It also covers legal substances such as alcohol and solvents. In the case of prescribed medications their possession and use is acknowledged to be legitimate.
- “Substance misuse” is defined as the use of any substance, either continual or intermittent, which interferes with person’s health and social functioning and/or work capacity or conduct.

### **4.3 Strategy for the Control of Substance Misuse within Workplace**

This policy is designed to give an alternative to the Association’s disciplinary procedures. If employees who are suffering from the effects and problems of substance misuse are prepared to take up the offer of help and seek the necessary support to help them overcome their problem, we will provide help and support. By identifying and offering help and support where possible we aim to reduce the possibility of disciplinary action. Where cases of intoxication or supply of drugs have caused serious misconduct then they will be dealt with by the Association’s disciplinary procedures.

### **4.4 Responsibilities**

#### **4.4.1 Hillhead Housing Association 2000**

Has a duty under the Health and Safety at Work Act 1974 to ensure the Health Safety and Welfare of its employees, so far as is reasonably practicable. And to ensure so far as is reasonably practicable that persons not in his employment are not exposed to risks from its undertakings.

Also has the duty under section 8 of the Misuse of Drugs Act 1971 not to permit the use, supply, or manufacture of certain illegal drugs on its premises. Where mood-altering substances are not covered by the Act such as alcohol, glue or solvent inhalation it is our policy not to permit the use, supply or intoxication of them on our premises.

#### 4.4.2 Line Managers and Supervisors

They have a duty to ensure that work under their control is undertaken safely with risks reduced to an acceptable level. Where employees are found to be intoxicated at work they are to be immediately taken home and considered to have committed a serious misconduct. They are to be dealt with under the disciplinary procedures at the appropriate time.

Social Drinking during normal working hours is not permissible. Employees found to be involved in the use; supply or manufacture of drugs during work hours will be deemed guilty of a serious misconduct and are to be dealt with under the disciplinary procedures. If the nature of the misconduct involves illegal substances the police are to be informed immediately.

#### 4.4.3 Employees

Have a duty under the Health and Safety at Work Act 1974 while at work to take reasonable care of the health and safety of him or her self and others who may be affected by their acts or omissions. They are responsible for ensuring when arriving at and whilst at work they are free from the effects of alcohol and/or other substances, which may introduce serious health hazards into the work place.

#### 4.4.4 Health and Safety Committee

The Health and Safety Officer will act as the focal point of contact for any issues raised by this policy and responding to queries. Will provide both line managers and staff with guidance on substance misuse and its effects. Provide information and advice from professional bodies, information leaflets, talks and access to advice services. Provide clarification to all staff on any point of concern raised by this policy.

#### 4.4.5 Corporate Hospitality

This policy applies equally throughout Hillhead Housing Association 2000 to all levels regardless of position, also to group visitors and contractors. The exception to this is where alcohol is deemed to be appropriate within the working environment for entertaining clients, either internally or externally.

Permission from the senior line manager must be obtained prior to any event and before alcohol is opened on premises. Under these circumstances alcohol is to be taken in moderation and social events planned to coincide with end of working day where employees can leave work on completion. Even small quantities of alcohol can impair judgement and introduce unforeseen hazards to normally safe environments. Alternative transport arrangements are to be made where normal method of traveling to work in own vehicle. Where alcohol is available, non-alcoholic drinks are to be provided to allow individual choice on consumption. On completion of event alcohol is to be removed from premises or placed in a controlled environment.

Company vehicles are never to be used by employees while under the effects of alcohol. Area chosen for event must be suitable for required use and care taken to remove any hazards. Where event allows access to premises of non-employees a risk assessment is to be conducted to ensure adequate controls are in place to prevent harm.

#### 4.4.6 List of Acceptable Corporate Hospitality Events

**Senior Line Manager permission must be obtained prior to any event.**

- Company anniversaries
- Christmas festivities
- Retirement/leaving parties
- Public relations events
- Project launch events

Senior line managers are to review requests for corporate hospitality events to ensure event timing and organization conforms to Company policy.

#### 4.5 **Compliance**

This Policy is part of Hillhead Housing Association 2000 health and safety policy that applies to all levels within the organization and a breach of its guidelines will result in disciplinary procedures being invoked. Discipline procedures and counseling support or treatment may be run in tandem. The Trade Union representatives have the right to represent their members where requested by the individual.

Employees who seek help to overcome the problem of substance misuse will be treated in a supportive manner and all disclosed information by them will be treated in the strictest confidence. All personal information gathered whilst providing support to the employee will not be disclosed to other employees or managers without written consent of the individual concerned.

#### 4.6 **Support**

An employee with a substance misuse problem can seek advice and help in the strictest confidence from his/her line manager, Health and Safety Representative (HSR) or Health and Safety Officer (HSO). When a line manager or HSR is contacted they will refer the employee to the HSO who will contact a local specialist organisation and other support services to provide effective advice and treatment service.

Line managers that become aware that an employee's work performance has deteriorated and suspects it may be the result of substance misuse, may offer referral to the HSO on a confidential basis. Part of the education for this policy will be to provide training on this service and maintenance of confidentiality. Trade union involvement in this policy and their assistance in operating the service is welcome.

Referral under this policy will not affect the employee's present job unless they are unfit to fulfill their responsibilities, or if their responsibilities would conflict with the long term resolution of the substance misuse problem. Normal promotion prospects will be unaffected following successful resolution of the problem.

Support will be given to ensure employees are free to attend treatment/counseling during working hours, where this is not appropriate they will receive statutory sick pay as laid down in their contract of employment. Any lapse whilst undergoing treatment will be dealt with on an individual basis by the line management taking into account guidance of the treatment agency concerned.

A list of alcohol and drug support services are listed below:-

Greater Glasgow Health Board	<a href="https://www.nhsggc.org.uk/patients-and-visitors/know-who-to-turn-to/alcohol-and-drug-recovery-services/#">https://www.nhsggc.org.uk/patients-and-visitors/know-who-to-turn-to/alcohol-and-drug-recovery-services/#</a>
Alcohol Focus Scotland	<a href="http://www.alcohol-focus-scotland.org.uk">www.alcohol-focus-scotland.org.uk</a>
Alcohol Concern	<a href="https://alcoholchange.org.uk/help-and-support/get-help-now">https://alcoholchange.org.uk/help-and-support/get-help-now</a>
Drink Aware	<a href="https://www.drinkaware.co.uk/">https://www.drinkaware.co.uk/</a>
Alcoholics Anonymous	<a href="https://www.alcoholics-anonymous.org.uk/">https://www.alcoholics-anonymous.org.uk/</a>
Drug Wise	<a href="https://www.drugwise.org.uk/where-can-i-get-help/">https://www.drugwise.org.uk/where-can-i-get-help/</a>
Scottish Drugs Forum	<a href="http://www.sdf.org.uk/">http://www.sdf.org.uk/</a>
Addiction Recovery Centre Townhead Kirkintilloch	0141 776 3887 <a href="http://www.arcentre.org.uk/">http://www.arcentre.org.uk/</a>

## 5. Equality & Diversity

Members of Hillhead Housing Association 2000 will not discriminate in the operation of this policy on the basis of age, gender, race, colour, ethnic or national origin, religion, marital status, family circumstances, political or sexual orientation, medical condition or disability. The group aims to promote equality of opportunity for all and complies with the current legal requirements in relation to equality and diversity issues.

## 6. Monitoring and Reporting

The Health and Safety Committee will:

- Carry out regular checks to ensure that all members of Hillhead Housing Association 2000 are complying with the principles, objectives and the minimum standards of this Policy.

- Ensure training and information for maintaining policy and systems is understood
- Provide statistics on effectiveness of policy to management without breaching confidentiality.

## **7. Appeals and Complaints**

Employees have the right to appeal against any decisions made on matters covered by this Policy according to the Grievance Procedure found in the Staff Handbook.

## **8. Policy Availability**

This Policy is available in printed format contained within the Employee Handbook and can be made available in community languages, Braille, audiotape or large font format if required.

## **9. Data Protection**

Hillhead Housing Association will treat staff personal data in line with its obligations under the current General Data Protection Regulation and its own Privacy Statement. Information regarding how data will be used and the basis for processing data is provided in the Association's Privacy Policy.

## **10. Equal Opportunities**

The Association will seek to ensure that in implementing this policy that no group, organisation or individual will receive less favourable treatment or be discriminated against regardless of their race, colour, ethnic or national origin, language, belief, age, sex, sexual orientation, gender realignment, disability, marital status, pregnancy or maternity. We will positively endeavour to achieve fair outcomes for all.

## **11. Policy Monitoring and Review**

It is the responsibility of the Health and Safety Committee to monitor the policy's effectiveness in providing appropriate substance misuse management processes which not only reflect the needs of the individual and the group but also best practice.

This policy will be reviewed every three years or as otherwise deemed necessary.