



Alcohol and substance abuse

The University is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. It recognises that a safe and healthy working environment can be put at risk by those who use alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. This policy, which applies to all employees and all persons coming onto the organisations premises, aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs;
- Identify employees with problems relating to the effects of alcohol or drugs at an early stage;
- Offer support to employees known to have alcohol or drugs-related problems affecting their work, with referral to an appropriate source for diagnosis and treatment if necessary.

There is a duty on employers to provide a safe place of work and failure to deal with an employee who is under the influence of drugs or alcohol, who may constitute a risk to other employees, could lead to prosecution.

Disciplinary action will be considered for employees who commit a clear breach of the University rules under the influence of alcohol or drugs on one or more occasions.

Securing the health and safety of workers

The University will:

- Advise all existing and new employees of the Alcohol and Substance Abuse Policy
- Encourage employees, who may have alcohol or drugs-related problems which may adversely affect their work, to take advantage of the services of the University's Employee Assistance Provider and/or referral to Occupational Health as appropriate
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with HR to determine whether there is sufficient concern to warrant a medical evaluation

- In cases where the effects on work of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the University's Occupational Health service provider and the employee
- Request the University Occupational Health service provider to co-ordinate, monitor and if necessary participate in the treatment, which may involve liaison with the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.
- An employee suffering from drug or alcohol dependency should declare such dependency, and the organisation will subsequently provide reasonable assistance, treating absences and/or rehabilitation as any other sickness absence. But failure to accept help, or continue with treatment which has further impact at work, will render the employee liable to normal disciplinary procedures.

Safe systems of work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, staff should adhere to the following:

- Do not come to work or stay at work under the influence of alcohol or illegal drugs
- Check with your doctor or pharmacist about the side-effects of prescribed medications and inform your line manager in confidence if they may adversely affect your ability to carry out your work safely
- Never drive or operate machinery if you are affected by alcohol or drugs
- Refer colleagues who you suspect of suffering from alcohol or drug abuse to their Line Managers or HR Business Partner. Do not 'protect' them by keeping silent
- Ask for assistance if you feel that matters are beyond your own control

Summary policy statement

The university will take all reasonable steps to prevent employees and workers carrying out work-related activities if they are considered to be unfit to undertake the work as a result of alcohol consumption or substance abuse.

The university expressly prohibits the use of any illegal drugs (including psychoactive substances formerly known as “legal highs”) or any prescription drugs that have not been

prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on organisation premises or in organisational vehicles, they will be regarded as serious and may lead to disciplinary action and possible reporting to the police.

The three most important steps are to:

- Look after your own health and safety by developing a responsible attitude towards alcohol or drugs
- Be aware of colleagues or others who may put safety at risk by their actions
- Recognise when and how to ask for help.

Further information and support

The following organisations all provide comprehensive information and resources for dealing with issues relating to alcohol and drugs, including concern for others.

Lifeworks	Alcoholics Anonymous	Alcohol Concern
www.lifeworks.com	http://www.alcoholics-anonymous.org.uk/	https://alcoholchange.org.uk/
UserID: bathspa	0800 9177650	0300 123 1110
Password: wellbeing		

Useful apps

- DrinkCoach+ : Can be used to track the number of units you drink, and the calories and cost.
- Drinks Tracker: The One You app, produced by the NHS, also tracks drinks and

provides unit guidelines, tips, and advice.

