



Lakeside
School
Learning for life

Alcohol, drugs and gambling at work policy

Date of issue: January 2024

Changes since previous version:

No material changes made; all provisions remain the same.

**Lakeside school adopts the Model policies of Hertfordshire for
Learning where they relate to standardised procedures within Human
Resources**

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1. Scope

This policy applies to all employees and workers, etc. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

This policy is supported by and should be read in conjunction with other policies, specifically; Health and Attendance, Wellbeing, Disciplinary and Code of Conduct.

2. Introduction

We are committed to providing a safe and productive work environment and to promoting the health, safety and wellbeing of its employees.

Alcohol and drug misuse has a detrimental effect on health, influences work performance, employee relationships, reduces efficiency, increases sickness absence and increases health and safety risks not only for the individual concerned but also for others, for example colleagues, pupils, parents and contractors.

Compulsive gamblers, unlike most casual gamblers who stop when losing or set a loss limit, are compelled to keep playing to recover their money which is a pattern that becomes increasingly destructive over time and risks the ongoing employment relationship through financial problems including bankruptcy, legal problems including imprisonment, poor work performance and relationship problems with colleagues.

This policy is not intended to apply to "one off" incidents or offences caused by alcohol or drug misuse at or outside work, where there is no evidence of an ongoing problem.

Incidences which may damage our reputation will be dealt with under the disciplinary policy and procedure.

1.1. Purpose

This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. It also covers gambling addiction.

It is our policy to:

- promote a responsible attitude to the consumption of alcohol and gambling
- prohibit gambling, the taking of illegal drugs or alcohol during working hours
- offer help and support to those with an alcohol, drug related or gambling problem
- treat addiction to gambling alcohol and or drugs as a health problem and arrange for employees to seek professional advice.

1.2. Definitions

Drug misuse refers to the use of illegal drugs and the misuse, of prescribed drugs and substances which change the body works or feels.

Alcohol misuse is defined as a level of consumption which affects an employee's ability to carry out their duties.

Compulsive gambling/gambling disorder is the uncontrollable urge to keep gambling even when something of value is at stake, such as a relationship or work.

3. Employee Responsibilities

All employees are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently.

Any employee suffering from gambling, drug and or alcohol addiction should declare such dependency to their Line Manager.

Employees are responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work, this can apply to the next day.

Employees are forbidden from gambling, consuming alcohol or taking illegal drugs at any time during the working day (including breaks) and must not use property for online gambling.

Exceptions apply to prescribed drugs for the individual or over the counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer), and where the safety of the individual or others with whom they come into contact is not compromised. Employees must notify their line manager if the medication is likely to cause side effects prior to its use.

Employees must inform their line manager in all cases where Class A drugs have been prescribed for medical use.

All employees have the duty to report any concerns relating to any breach of the principles in this policy to ensure a safe environment and in recognition of a duty of care for others. All reports should be made to a member of the senior leadership team.

Any breach of employees' responsibilities under this policy are likely to be dealt with in accordance with the Disciplinary Policy and Procedure.

4. Possession or Dealing in Drugs

Possession or dealing in drugs should be reported to the Police immediately. We will give reasonable consideration, before taking any action, to making a referral to the Local Authority Designated Officer. We will not alert the employee of our intention to call the police and should avoid sending the employee home until

advice has been sought.

5. Driving bans related to drugs and/or alcohol

Where employees are required to drive as part of their conditions of employment and are disqualified from driving as a result of an alcohol or drugs related offence, we may consider redeployment. If redeployment within is not an option then the employees' continuing employment may be at risk.

6. Consumption of alcohol at works

Whilst this policy stresses that the consumption of alcohol during the working day, including breaks is forbidden, there may be circumstances where the consumption of alcohol may be permitted at our discretion. It is our responsibility to clearly define the occasions when the sensible consumption of alcohol will be permitted for example on trips or social events.

Clear guidelines must be put in place so that all employees are fully aware of what the expectations are for the consumption of alcohol at such events and the consequences of a breach of such guidelines e.g., investigation under the disciplinary policy. Employees must demonstrate responsible behaviour and remain professional throughout any social event where despite alcohol being present the employee is considered to be "at work".

7. Appendix 1 – Support Groups

Organisation	Details	Telephone	Website
HSE (Health & Safety Executive)	Useful section on drugs and alcohol in the workplace	NA	www.hse.gov.uk/alcoholdrugs/index.htm
Alcohol Change UK	A national charity working to reduce the incidence and cost of alcohol misuse and improve services to those with alcohol misuse problems.	0203 907 8480	www.alcoholchange.org.uk
Alcoholics Anonymous (AA)	Website and telephone line supporting a network of local AA groups in the UK	0800 917 7650	www.alcoholics-anonymous.org.uk
NHS	'Alcohol – Know your Limits' website	NA	www.nhs.uk/units
Drinkaware	An independent charity working to reduce alcohol misuse and harm in the UK and help people make better choices about drinking.	0207 766 9900	www.drinkaware.co.uk
Drinkline	A national alcohol helpline supporting anyone that is worried about their own or some else's drinking	0300 123 1110	N/A
FRANK	A free, confidential 24-hour drugs helpline and informative website	0300 123 6600	www.talktofrank.com
Gamblers Anonymous	Gamblers Anonymous is a fellowship of men and women who have joined together to do something about their own gambling problem and to help other compulsive gamblers do the same	0330 094 0322	www.gamblersanonymous.org.uk
Gamble Aware	Informative website on Gambling and how to find help	0808 802 0133	www.about.gambleaware.org
Gamcare	Gamcare provides support, information, and advice to anyone suffering through a gambling problem	0808 802 0133	www.gamcare.org.uk
Education Support Partnership	Free telephone support line for all education staff in England, Wales, and Scotland	08000 562 561	www.educationsupportpartnership.org.uk
Samaritans	Free 24-hour helpline to provide emotional support for people who are experiencing feelings of emotional distress or despair, including those which may lead to suicide	116 123	www.samaritans.org