

T.F.Tull is concerned for the health and well-being of all its members of staff. It recognises that the abuse of alcohol and prescribed drugs, and the use of illegal drugs may result in serious health problems and jeopardise the health and safety of others.

T.F.Tull also recognises that drug and alcohol abuse contribute to absenteeism and poor performance and adversely affects working relationships. T.F.Tull is also aware that it may be held responsible in law for illegal drug possession or trafficking carried out on its premises.

The following policy applies to all members of staff at T.F.Tull , regardless of grade or position.

This policy sets out how T.F.Tull expects to minimise the effects of drug and alcohol abuse on its operation by:

- Recognition of an individual with drink or drug related problems so that assistance may be offered
- Supporting individuals who seek rehabilitation
- Clearly stating the rules governing the use of alcohol and drugs within the working environment

Recognising Individuals with Alcohol or Drug Related Problems

- Signs of an alcohol or drug problem may include high levels of absenteeism, particularly on Mondays and Fridays; poor work performance; personality change such as irritability, depression and anxiety; impaired or abnormal fluctuations in concentration and memory; slurred speech; deterioration of personal hygiene.
- Problems may also come to light as a result of the disciplinary procedure or accidents at work
- It is not the responsibility of the T.F.Tull Management Team to diagnose an individual as having an alcohol or drug problem. However, they should be alert to the signs. If they suspect an individual is having problems they should follow the steps ahead.

Supporting Individuals Who Seek Rehabilitation

- Where an employee is giving cause for concern, their immediate Manager should arrange to meet with them. It is appropriate for their Manager to explain their concerns and offer the employee further support. As stated, it is not the role for the T.F.Tull Management Team to diagnose whether an individual has an alcohol or drug abuse problem.
- Initially the employee may be advised to contact:
 - Their own GP
 - Relevant organisation to offer further help, support and guidance
- Individuals can be reassured that the usual rules of confidentiality will apply to discussions with the T.F.Tull Management Team. No information would be released without the employee's consent.
- Any individual who is concerned that they themselves may have an alcohol or drug problem, is actively encouraged to seek help and treatment voluntarily.
- Any time taken to undergo treatment will be dealt with in accordance with the relevant sick leave arrangements.
- Where an employee's alcohol or drug problem has contributed to their poor performance or misconduct, if work performance or conduct should again suffer as a result of alcohol or drug related problems, a further opportunity to improve may be offered. Each case will be decided on its merits.

Rules Governing Alcohol and Drug Use at Work

- There are a number of areas within T.F.Tull Ltd where being under the influence of alcohol or drugs may constitute a serious hazard or may be in itself illegal, for example while driving a vehicle. In such instances, disciplinary action will be pursued.
- Departments have a duty to assess and control work related risks. As part of this process, restrictions may be placed on alcohol consumption before or during certain activities on a departmental basis. These restrictions must be brought to the attention of all concerned. Such activities may include:
 - Driving vehicles, using potentially dangerous substances or machinery
 - Working in confined spaces or at heights
 - Work with live electrical equipment, hot work (welding etc)
- If an individual behaves or carries out duties in such a way as to endanger or potentially endanger themselves or others, prompt action must be taken to prevent it: This may include a change of working location, a prohibition on the use of certain machinery or hazardous substances or suspension from duty.
- Individuals taking prescribed medication, which has, or could have a significant adverse effect on the safe performance of their duties should inform their immediate Manager. A risk assessment should be undertaken, and appropriate measures put in place. Where the employee or the immediate Manager is not sure as to the possible impact on safe working, external Health and Safety Advisor, George Ritchie from the PDI Partnership, should be consulted.
- The discipline policy states that being unfit for work through the influence of drink or drugs constitutes gross misconduct. While T.F.Tull views alcohol and drug problems as primarily health issues it may still take disciplinary action where appropriate.
- T.F.Tull will take into account the acceptance of a referral for diagnosis and the continuation of treatment when considering disciplinary action. However, refusal to accept help does not in itself lead to disciplinary action.
- Possession, production, or use of a controlled drug on T.F.Tull premises and supplying, attempting to supply or offering to supply controlled drugs to others are contraventions under the Misuse of Drugs Act and should be reported forthwith to the Police.

Further Information

Many organisations give advice on issues related to this policy and can provide information. Your GP will be able to provide you with advice and information. Alternatively you could contact the community drug and alcohol team based in Watford. Their details are as follows:

Community Drug and Alcohol Team (South West Herts)

18 Station Road
Watford
Hertfordshire
WD17 1JU

Phone: 01923 801802

Fax: 01923 257440

Web pages: www.hpft.nhs.uk

ALCOHOL & DRUGS POLICY

The Community Drug and Alcohol Team is a free and confidential service open to anyone with concerns about drugs and alcohol use including families and friends of drug and alcohol users.

The services include advice and information on any aspect of drugs, alcohol and HIV, assessment for inpatient and outpatient drug and alcohol detoxification, methadone prescribing, needle and syringe service, court reports, relapse prevention and acupuncture.

The Service is open during the following times:

Monday - 9.30am - 4.30pm

Tuesday - 9.30am - 3.00pm

Wednesday - 2.00pm - 7.00pm

Thursday - 9.30am - 4.30pm

Friday - 9.30am - 4.00pm

Part of the Hertfordshire Partnership NHS Foundation Trust.



Peter O'Grady
Managing Director
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