



Wandsworth Clinical Commissioning Group

ALCOHOL AND SUBSTANCE MISUSE

V2.0

Alcohol and Substance Misuse

THIS POLICY WILL BE APPROVED BY Wandsworth CCG, AND WILL HAVE EFFECT AS OF 10th December 2014

Target Audience	Governing Body members, committee members and all staff working for, or on behalf of, the CCG
Brief Description	This policy sets out the principles to which all CCG staff are expected to adhere while at work to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
Action Required	<p>Following approval at the CCG Governing Body, The Chief Officer will ensure that the requirements of this policy will be raised at all team meetings, and confirm the requirements with the chairs of each committee, and with CCG executives.</p> <p>Chairs of committees will identify the programme of review with the Accountable Executive for each policy within their committee remit.</p> <p>Accountable Executives will identify policy owners for each policy within their remit.</p> <p>The Corporate Business Manager will establish and maintain a corporate register of all policies and their status, and will ensure that these are appropriately reflected on the website.</p>

Approved: December 2014
Review date: December 2017

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Document Information:

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Document Status (for information/ action etc.) and timescale	For implementation
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Stakeholders engaged in development or review	
Equality Analysis	<p>Equality Analysis This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This document demonstrates Wandsworth CCG commitment to create a positive culture of respect for all individuals, including staff, patients, their families and carers as well as community partners.</p> <p>The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the nine named protected characteristics of age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is also intended to use the Human Rights Act 1998 and to promote positive practice and value the diversity of all individuals and communities.</p>
Contact details for further information	

This policy progresses the following Authorisation Domains and Equality Delivery System (tick all relevant boxes).

Clear and Credible Plan		Commissioning processes	
Collaborative Arrangements		Leadership Capacity and Capability	
Clinical Focus and Added Value		Equality Delivery System	
Engagement with Patients/Communities		NHS Constitution Ref:	

Associated Policy Documents

Reference	Title
	CCG Constitution V*.*

Glossary

Term	Definition
Accountable Executive	CCG Executive accountable for development, implementation and review of the policy
Policy Owner	Post holder responsible for the development, implementation and review of the policy
Document definitions	These are provided in Section 1

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1. Introduction

All employees should be aware that under Section 7 of the Health and Safety at Work Act 1974 “it shall be the duty of every employee while at work to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work”.

Wandsworth CCG is committed to prevent alcohol and substance misuse by education, training and raising the awareness of employees to the dangers of misuse and the framework for the procedure.

2. Scope of the Policy

This policy applies to all employees of Wandsworth CCG.

Although this policy does not apply directly to external contractors whilst on CCG premises, they will be expected to abide by the CCG guidelines on alcohol and substance misuse. Any external contractor suspected to be under the influence of alcohol or substances may be reported to their employer and, where appropriate, removed from the premises.

3. Alcohol and Substance Misuse at Work

The consumption of alcohol and other substances (see section 5 below) is not allowed during working hours, including lunch breaks and other rest periods. There will be no exceptions to this rule. This includes any special functions organised as part of work or on a social basis on work premises.

- Anyone who attends a special function e.g. Christmas lunch, should ensure that they do not return to work that day if they consume alcohol / take other substances and should also bear in mind drink driving legislation.
- Employees also need to be aware of the effects of drinking alcohol / taking substances before they start work.
- Employees should not consume alcohol or take substances when they are on-call.

4. Smoking

Smoking is not permitted inside the buildings or on the grounds of any Wandsworth CCG premises. This includes E-cigarettes. The CCG is keen to enable staff to quit smoking and will endeavour to support them in doing so.

5. Complimentary Policies and Procedures

Capability Policy

The Capability Policy and Procedure, should be used to deal with issues of capability, that is, an individual's ability or qualification to do their job.

Sickness Absence Policy

This sets out the process for managing short-term and long-term sickness absence. Unless there are allegations of fraud relating to sickness absence or another instance of misconduct (e.g. failure to follow the Sickness Absence Reporting Procedure) management action taken under this policy will not fall within the remit of the Disciplinary Policy.

Stress Management Policy

This policy aims to ensure that work related stress does not reach levels which adversely affect the health and wellbeing of staff and where it does, management action should be taken to remedy the situation.

6. Definition of Alcohol or Substance Related Problems or Difficulties

The substances referred to in this policy are those with mind altering or psycho-active properties which are not prescribed to the individual for medicinal purposes.

Problems or difficulties can arise from intoxication, regular use, harmful use or dependence. Misuse of alcohol and/or other substances frequently leads to the development of problems, which affect an employee's health, safety and social functioning and/or impair their work capability.

An employment definition of alcohol or substance related work problems or difficulties is

“any use of alcohol or other substances which interferes with a person's health and social functioning and/or work capability or conduct”.

7. Aims of the Policy

To promote the general well being of all employees by avoiding unnecessary illness, absences, accidents or job losses.

To provide a working environment which ensures, as far as possible, the health and safety of all employees, service users, visitors and others on CCG premises.

8. Objective of the Policy

To prevent alcohol and substance misuse related problems which may affect an employee's health, work performance and safety and which may also put others at risk.

To increase employee awareness of the effects of alcohol and substance misuse on health.

To create an environment that encourages all employees to seek appropriate help.

To provide a sensitive and confidential procedure which enables managers to initiate an appropriate response to employees who either request help or who are identified as having, or potentially having, alcohol or substance misuse problems.

9. Outcomes of the Policy

Employees with an alcohol or substance misuse problem will be treated in the strictest confidence.

Managers will be able to deal with problems quickly and effectively using the framework of the procedure.

10. Alcohol and Substance Misuse Procedure

a. Procedure

The CCG has a responsibility to ensure that standards of work and conduct are maintained in the workplace. The CCG will support and help employees identified as having alcohol or substance misuse problems wherever possible, but the CCG will be obliged to deal with the following situations in accordance with the Disciplinary Policy and Procedure:

- a) unlawful dealing in drugs by a member of staff on any CCG premises or other designated work areas will be classed as gross misconduct and the member of staff will be liable to summary dismissal and the circumstances will be referred to the police
- b) where offers of help and support have been rejected by the individual and where an employee's conduct and/or standards of work performance continues to be unacceptable
- c) where the manager considers that an employee may be putting themselves, other employees, patients/clients or members of the public at risk
- d) where excessive consumption on isolated or random occasions leads to unacceptable behaviour with regard to appropriate standards of safety and conduct
- e) where an employee reports for work after having consumed alcohol/drugs/illegal substances and is considered to be a threat to health, safety or professional standards.

Every attempt should be made to help an employee whose work problems are related to alcohol or substance misuse. Wherever possible managers should ensure that an employee retains their present job with no detriment to promotion opportunities or other benefits. In cases where it is not considered feasible for the employee to retain their present job and where doing so might undermine the employee's rehabilitation, the CCG will make every effort, where appropriate, to find suitable alternative employment on a temporary or permanent basis. Disciplinary action for alcohol or substance misuse problems should be seen as a last resort.

b. Identification by the Employee

- a) Employees who suspect or know that they have an alcohol or substance related problem are encouraged to seek assistance voluntarily either via their manager, Occupational Health or trade union/professional representative or through any agency of the employee's own choice. A list of organisations and agencies can be found in Appendix 1 of the policy.

c. Identification by the Manager

- a) It may be very difficult for employees to admit to themselves or others that their alcohol/substance misuse problem is out of control. Employees need to know that any problems will be treated as a health problem rather than a cause for immediate disciplinary action (see 8.1). Managers should consider the following summary checklist:
- find out if there is a problem
 - make a list of who you need to contact or consult with
 - look at how you can make sure the employee is contacted and offered help.
- b) A manager may suspect the presence of a drinking or drug problem on the basis of poor work performance, uncharacteristic and unacceptable behaviour, increased absence or accidents at work or becoming aware of the smell of alcohol. It is important that any manager is aware that they are not responsible for the diagnosis of the problem. This should be either identified by employees themselves or through the Occupational Health Department. Any interview should be undertaken in the context of trying to rectify work-related difficulties and the exploration of potential reasons for this.
- c) As soon as a manager becomes aware or is made aware that an employee may have an alcohol/substance misuse problem, the manager should after sensitive discussion with the individual, arrange an appointment with the Occupational Health Department and another appropriate source of help (see Appendix 1). All requests for help will be dealt with in strictest confidence and will not jeopardise an individual's current position or promotional opportunities. A manager can also seek support and advice from Human Resources.
- d) It is the responsibility of the employee to decide whether or not to receive specialised counselling and/or treatment. Employees will not be required to comply with a treatment programme, which they do not want.
- e) In cases where an employee is or wishes to receive specialised counselling and treatment they may be granted sick leave under the CCG's sick pay scheme. It should be appreciated that treatment interventions in the management of problems are rarely time related and it is usual for an individual to need a period of intensive counselling and support, followed by a period of probationary or gradual return to work. The individual may need to attend sessions of counselling or follow-up care. This approach ensures that an individual may return to work as quickly as possible as well as continuing to receive support during the first few months after the problem has been identified, which is when the chances of a relapse are the highest.
- f) In the event of a relapse after treatment a further opportunity of help and treatment will be offered in cases where the employee's circumstances indicate that this is likely to be successful. Advice from Occupational Health should be sought at this stage.
- If an employee denies having an alcohol/substance problem and gives no reason or explanation for their poor performance, any issues will be dealt with under the Capability Procedure or, as a last resort, the Disciplinary

Procedure. As part of this process managers should refer the individual to Occupational Health and seek advice from the Human Resources Department.

d. Identification by a Colleague

- a) In the first instance the colleague should discuss the identified problem with the individual if the circumstances permit and suggest sources of help (see Appendix 1).
- b) If the colleague is unable to do this in the first instance or is reluctant to do this, they should discuss the matter with their manager. Alternatively they can contact Human Resources or the Occupational Health service.
- c) With regard to issues of confidentiality and an employee's duty of care, a colleague should not take sole responsibility for deciding whether the problem is serious or not.
- d) All discussions with a colleague who has identified a problem should be dealt with in strictest confidence.

11. Role of Occupational Health

To accept self-referral from employees who are worried about their own alcohol/substance abuse and to advise them of appropriate sources of help.

To accept management referral for employees who are suspected of having an alcohol/substance problem.

To assess self-referred or referred employees under the policy in strict confidence.

To advise management and Human Resources in all matters relating to the continued care of an employee at work, while maintaining confidentiality.

During a period of intervention agreed by Occupational Health the employee will be entitled to certificated sick leave, time off work and redeployment if possible and appropriate.

Occupational Health is responsible for monitoring the health and welfare of an employee during this period and will arrange with the manager concerned the necessary leave of absence. Occupational Health will also co-operate with offering other types of support and assistance in the workplace as required.

12. Role of Trade Union/Staffside Representatives

The CCG encourages trade union and staffside representatives to:

- inform the workforce of the principles and procedures of the policy and encourage employees who may have an alcohol/substance misuse problem to seek help voluntarily
- represent members, if requested by them to do so, at any stage of the procedure

- provide support and follow-up in appropriate cases to assist in the rehabilitation of any of their members within the framework of this procedure and in conjunction with the Return to Work Plan as outlined in the Sickness Absence Policy.

13. Sources of Help

Alcoholics Anonymous (GB) Ltd

National Telephone Helpline – 0845 769 7555 – 24 hour service

London Helpline (020) 7833 0022

10 am to 10 pm daily

Answering machine other times

Wandsworth Community Drug Team

Telephone Number – 020 8812 4120

9.00 am to 5.00 pm daily

Answering Machine other times

Offers: counselling services, advice and support, medical and prescription services, housing support

Occupational Health

Epsom and St Helier Hospital

0208 296 2678.