

Consultation Log – Alcohol and Drugs Misuse – May 2019

Who	Comments/Feedback	Changes made as a result/action
NHS Healthy Working Lives – January 2019	<p>Met with NHS Healthy Working Lives and comments were received as follows:</p> <p>The introduction should explain that the policy is part of the organisation's overall concern for the health, safety and welfare of staff and complies with all relevant legislation including employment law.</p> <p>A definition of the illegal and legal substances covered. This should include alcohol, new psychoactive substances (i.e. legal highs) and over the counter medication. Those substances previously known as new psychoactive substances (NPS) or legal highs are included under the Psychoactive Substances Bill, May 2016.</p> <p>There is evidence either within policy or portfolio of consultation with all levels of staff during policy development for new/-revised policies.</p> <p>The policy is explicit in relation to the use of alcohol/drugs and includes a statement that employees must present for work free from the effects of alcohol or drugs during working hours.</p> <p>The policy includes guidelines relating to any breach of the policy rules.</p> <p>The policy includes guidelines on corporate hospitality</p> <p>The policy includes a statement that employees using prescription/over-the-counter (OTC) drugs, which may affect their</p>	All comments actioned.

	<p>behaviour and/or work, have a responsibility to inform their employer, e.g., line manager/occupational health.</p> <p>The organisation must demonstrate that the policy applies to all employees (either within the policy or portfolio). This should include contractors/ volunteers/agency workers if applicable.</p> <p>The organisations must provide evidence of education/information activity(ies) for all staff on the adverse effects of alcohol and drugs, (either within the policy or portfolio).</p> <p>Evidence of providing training/guidance for managers which will assist in the effective implementation of the policy (either within policy or portfolio).</p> <p>The policy outlines what support will be offered to employees with an alcohol and/or drug related problem. Sources of information for support and help outwith the workplace must be provided to employees.</p> <p>The policy or company procedures must ensure confidentiality.</p> <p>The policy date of implementation is evidenced.</p> <p>The policy states there is a review process and is revised as necessary.</p>	
Health and Safety By email 18/01/19, V1	No comments received.	

Clive Pegram, Keith Quinn and Robert Stewart – Partnership Forum By email 18/01/19 Version 1	2. need to update legislation e.g. Misuse of Drugs Act (Modification) 2008, Road traffic act 1988, Medicines Act 1968 etc.	Actioned – legislation updated and added in.
	3. see above.	Actioned – this has been updated and added in.
	3. has this been enacted yet?	This came into force on 26 May 2016.
	3. with the law changing 21 st October 2019 with regards to Drug Driving laws – including prescribed drugs is this going to be referenced here?	Actioned – this has been added in.
	5. this is a policy and Partnership Forum must be identified here.	Actioned – this has been added in.
	6. this will be very important if the employee feels that can disclose this problem and know the SSSC will support them.	Nothing to amend.
	6. there will be confidential support from managers to the employee and they will be treated fairly and consistently when support is requested.	Actioned – added in confidential support will be provided from managers to the employee and they will be treated fairly and consistently when support is requested.
	6. what about referral to Occupational Health?	Actioned – added in Occupational Health.
	7. or occupational health.	Actioned – this has been added in.
	8.2.3 confidential support.	Actioned – added confidential.
	8.3. is there guidance about not drinking while working?	Removed sentence which read unless prior authorisation has been given by senior management.

	8.4.1 something here about disciplinary – should only been invoked once all supportive processes have been exhausted.	Actioned – this has been added in.
	9. as stated above with the law changing 21 st October 2019 with regards to Drug Driving Laws – including prescribed drugs is this going to be referenced here as well?	Actioned – this has been added in.
	10.1 and the SSSC will support the member of staff to address the issue.	Actioned – added in support.
	10.3 if there is any doubt that the person is under the influence the SSSC has a duty of care not to let the person drive.	The SSSC can strongly caution an employee not to drive and where necessary arrangements would be made for the employee to be transported home or picked up by a friend or relative.
	11.3 with pay?	Employee would not be paid unless they took annual leave or were off sick.
	12.1 does this include training for staff?	Actioned – added in bullet point which reads provide all employees with alcohol and drugs misuse training in line with the Healthy Working Lives strategy. It is important employees familiarise themselves with this policy during their induction.
	12.2 will managers have training in this?	Actioned – added in bullet point which reads provide line managers with separate training, focusing on how to

		recognise signs and symptoms. Guidance to support this policy is also available for managers.
Marnie Westwood – Interim Head of HR By email 21/03/19	11.1 refers to lifeworks which is no longer what the EAP is called.	Actioned.
OMT – 21/03/19	Need to make it clearer at the start that this policy does not cover people who go out and get drunk at the weekend and still come in under the influence – this is covered in section 4 however need to make this clearer in introduction.	Actioned – moved section 4, scope of policy, to be section 2.
Partnership Forum – 21/03/19	3. it is no longer a Bill, it is an Act.	Actioned.
	11.4 include here Stress, Capability and Driving.	Added in section 12. Other Related Policies and Procedures and listed the following: <ul style="list-style-type: none"> ▪ Safe Driving Guidance ▪ Health and Safety Policy ▪ Supporting Resilience Policy ▪ Code of Conduct ▪ Maximising Attendance Policy ▪ Discipline Policy ▪ Grievance Procedure
Resources Committee – 5/6/19		

