



GUARANTEED ROOFING SOLUTIONS

Alcohol, Drug and Substance Misuse

1.0 Statement of Document Purpose

1.1. Radmat Building Products Ltd recognises that it is ultimately responsible for the health, safety, welfare and wellbeing of its staff and any other persons who come into contact with our staff, services and functions.

Note: Within the context of these guidelines, the term 'staff' will include both paid workers and sub-contractors under our sites.

1.2. For the purpose of this policy document alcohol, drugs and substances will entail;

- Any alcohol based drink, food or product (with any alcohol content)
- Any Illegal or legal (prescribed, recreational or any other) drug or substance
- Any solvent or similar Volatile Organic Compound (VOC) abuse
- Recreational or non-medically proscribed use of a psychoactive drug, psychopharmaceutical, or psychotropic (chemical substance that changes brain function and results in alterations in perception, mood, or consciousness).

1.3. Radmat Building Products Ltd recognises its responsibility to manage the risks of alcohol, drug and substance misuse in the workplace. By doing so Radmat Building Products Ltd will achieve compliance with Section 2 of the Health and Safety at Work Act 1974 (general duties of employers to employees) and Section 3 of the Management of Health and Safety at Work Regulations 1999 (employers duty

to undertake suitable and sufficient risk assessment of significant risks).

1.4 It is an offence under the Misuse of Drugs Act 1971 for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances (e.g. when they have been prescribed by a doctor). There is summary and indictable offences for individual parties under the Road Traffic Act 1988, the Transport and Works Act 1992, the Misuse of Drugs Regulations 2001, the Controlled Drugs (Supervision of Management and Use) Regulations 2006 the Health Act 2006 and the Psychoactive Substances Act 2016.

1.5 The purpose of this policy is to;

- Communicate the business policy, procedures and processes with regards to staff and volunteers use of alcohol, drugs and substance.
- Assist staff and Management to recognise signs and symptoms or drug/substance misuse as a health issue and offer help.
- Define what point and in what circumstances the business will treat problem drinking and drug/substance misuse as a matter for discipline rather than as a health issue.

2.0 Organisation and Responsibilities

- 2.1. Responsibility for the implementation of this policy and procedures will rest with the Director.
- 2.2. The policy will apply in all instances of suspected and reports incidents of alcohol, drug or substance misuse.
- 2.3. The policy must be complied with by all staff, supervisors and management at Radmat Building Products Ltd.
- 2.4. Every member of staff will receive a copy of these guidelines or information relating to misuse or alcohol, drugs or substances as part of their induction.
- 2.5. It is the responsibility of senior management to ensure that line managers receive an appropriate level of training and on-going support to identify and manage any cases of suspected alcohol, drug or substance misuse.
- 2.6. The Directors will be responsible for:
 - Implementing this policy.
 - Ensuring that operational procedures linked to the support and management of cases of reported alcohol, drug and substance misuse are implemented and managed effectively
 - Ensuring that staffs receive advice, support and assistance appropriate and proportionate to the nature of any reported issues.

2.0 Planning and Implementation

- 3.1 Suitable and sufficient resources, training and support systems (such as occupational health and human resources support) will be made available to the company.
- 3.2 Risk assessment must consider areas and roles with potential exposure to alcohol, illegal or controlled medications and substances. Risk assessment must also consider the impact of any psychosocial hazards which may contribute to staff use or reliance of alcohol, drugs or substances (stress, bullying, harassment, violence or personal circumstances).

4.0 Consumption of alcohol by staff & volunteers who drive whilst at work

- 4.1 Whilst moderate alcohol use is an accepted part of life we expect all staff and volunteers to be free from any influence or alcohol, illegal drugs or other substances during working hours unless authorised and in a safe environment that does not contravene this policy.
- 4.2 Being unfit for duty due to intoxication from alcohol, illegal drugs or other substances can be considered gross misconduct and subject to our disciplinary procedures. However, where circumstances dictate, further guidance is given below to assist those with an alcohol or drug/substance problem.
- 4.3 Alcohol is only allowed on premises or sites owned or used by Radmat Building Products Ltd if approved in advance by the Director, for example, for celebrating significant events or for raffle prizes. If the premises are not owned by Radmat Building Products Ltd then any rules on alcohol use set by the client must be complied with.
- 4.4 The consumption of alcohol on sites/premises is strictly prohibited except for celebrating significant events that have the prior approval of the Director.
- 4.5 Staff and Sub Contractors are prohibited from drinking alcohol during days that they drive whilst on sites or are operating plant and high risk equipment.
- 4.6 All staff and volunteers who drive to work should be aware that alcohol consumed the night before may make them unfit to drive the next day.
- 4.7 Staff who are called out on Radmat Building Products Ltd business outside of normal working hours should use alternative transport, such as a taxi, if they have been drinking alcohol beforehand.
- 4.8 If staff or management are carrying out a responsive or reactive role on an "out of hour's basis" they must remain responsible to ensure that are able to carry out their role or function.

5.0 Staff and Sub Contractors Considered Unfit for Duty

5.1 Suspicions of a member of staff or volunteer being under the influence of alcohol, drugs or substances during working hours should be reported immediately to the Directors.

5.2 Directors receiving such reports or suspecting the staff member or volunteer to be unfit for duty through the effect of alcohol, drugs or other substances should:

- Speak to the individual privately and ensure that a witness is present (usually a HR representative or member of senior management).
- Inform the individual of their concern that he/she is unfit for duty and stating the reasons for this belief
- Make notes of the discussion and any factors which support belief.
- If the manager/director has reasonable belief that the individual is unfit for duty, he/she should be sent home for the duration of the day/shift on paid leave.
- The staff member should be given an opportunity to prove that they are not under the influence of alcohol, drugs or other substances. If he/she feels that they have been wrongly accused they may wish to have an independent test for alcohol, drugs or other substances.
- Any witnesses should be asked to make a written statement as soon as possible following the incident.
- The Directors will hold a review of the incident and actions appropriate and proportionate to the circumstances will be implemented.

6.0 Staff and Sub Contractors with repeated alcohol, drug or substance problems

6.1 A Director suspecting an employee or volunteer has an alcohol, drug or substance problem should discuss the matter in a sensitive manner with the individual concerned. Advice on managing this process, including information on where the person could get help, should be obtained from our HR support or through the relevant Occupational Health Support or NHS Direct.

6.2 If it appears that the use of alcohol, drugs or other substances is affecting performance or conduct it may be necessary to remove the staff member or Sub Contractor from their workplace for a period of time.

6.3 Managers should refer to the company disciplinary/miss conduct procedures with regard to setting performance objectives.

6.4 Colleagues who are concerned that a staff member or volunteer may have an alcohol problem should approach the individual's line manager or a director.

7.0 Alcohol, drug and substance treatment and rehabilitation

7.1 Radmat Building Products Ltd will support staff and sub-contractors who obtain medical and/or counselling assistance, which will be considered on an individual basis. The normal requirements of medical confidentiality will apply to any information divulged.

Support given could include time off for treatment and a phased return to work, subject to the approval of the Director, and in accordance with company Sick Leave Policy.

8.0 Monitor and Review

8.1 This policy and procedure will be reviewed in consultation with the safety representatives. Any alterations will be approved by the Director.



Robert Speroni
Managing Director
Reviewed: March 2017