

Policy on Work-Related Health and Safety Aspects Arising from Alcohol and Drug Use

1 Introduction

- 1.1 The University has a statutory duty under health and safety legislation to ensure the safety and welfare of its employees, students, visitors and contractors and to comply with the Misuse of Drugs Act.
- 1.2 This policy allows the responsible recreational use of alcohol within the University.
- 1.3 Within legal constraints the policy will support confidentiality and provide help to those suffering from the effects of abuse and misuse of alcohol and drugs through internal discussion and in using any external agency.
- 1.4 The Welfare Advisory Committee develops and reviews "University Guidelines for the Implementation of Welfare Aspects of the Policy on Alcohol and Drug Use", which seek to address welfare aspects of responding appropriately to alcohol and drug use in the University setting. These guidelines complement this policy.

2. Policy Statement

The University of Nottingham:

- 2.1 Discourages excess consumption of alcohol by ensuring responsible management and supervision of the sale and consumption of alcohol on its premises and at any University events.
- 2.2 Promotes the social acceptability of non-alcohol consumption.
- 2.3 Discharges its legal and disciplinary obligations in respect of illegal drug use and alcohol abuse and in respect of any related anti-social or dangerous behaviour at work.
- 2.4 Provides appropriate support/referral through the Counselling Service and Occupational Health for members of its community experiencing difficulties with alcohol or drug use, who are encouraged to seek assistance before a work-related problem arises.
- 2.5 Makes widely available within its community educational information on the medical, personal and legal consequences of alcohol and drug misuse.
- 2.6 Prohibits the use of alcohol and drugs whilst driving University transport.
- 2.7 Prohibits illegal drug use and misuse of prescribed drugs on its premises.
- 2.8 Provides training and support for staff implementing this policy.

3 Guidelines for Implementation

- 3.1 The emphasis in implementing this policy will be on providing help and support.
- 3.2 Names and addresses of specialist agencies and alcohol and drugs counselling services will be widely publicised across the University for those who feel that they have an alcohol or drugs-related problem. Further advice and assistance on all these matters is available in confidence from Occupational Health Unit at the Cripps Health Centre.
- 3.3 The Safety Committee has responsibility for monitoring the implementation of this policy and reviewing as appropriate.
- 3.4 The Human Resources Department acts as co-ordinator and advisor on this policy to Schools and Departments through its appropriate advisors.
- 3.5 Heads of Schools and Senior Managers have responsibility for raising awareness of and implementing this policy within their area.
- 3.6 All staff have a duty to comply with this policy.
- 3.7 Where a person seeks help or is identified as needing help (through observation or by normal procedures following poor work performance, etc), they will be encouraged to seek counselling or referred for treatment. Where there is a failure to take up or to respond to treatment leading to adverse effects on work performance, the use of disciplinary action in accordance with the University's Disciplinary Procedures as contained within the Staff Handbook will be considered.
- 3.8 Where a person, as a consequence of alcohol or drug use, represents a risk to their safety, to the safety of others, or to the integrity of University buildings, plant or equipment, they will be required to cease work on those tasks or in that environment as appropriate. In cases where this is related to a chronic problem the individual will be re-deployed on less hazardous tasks whilst undergoing counselling and treatment. Normal duties could be resumed once treatment has been successfully completed.
- 3.9 Where it is necessary to require a person to cease work as described in 3.8 above, the senior member of staff in control of the activity or location shall have the authority to make this instruction and shall refer the matter to the person's manager or academic supervisor/tutor as appropriate for resolution as described in 3.7 above.
- 3.10 Where there is illegal conduct the University has a duty to report this to the police.
- 3.11 Where disciplinary action in respect of students is indicated this shall be applied in accordance with the relevant University Ordinance concerning discipline.
- 3.12 Professional guidelines with respect to confidentiality will apply.

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Safety Committee

Alcohol & Drug Self Help, Counselling, and Other Agencies

Please contact NHS Direct or the University Counselling Service for up to date information on local self-help groups. Some suggestions are given below and were correct at the time of publishing.

Alcoholics Anonymous	0115 9417100 or 0845 7697 555 website@notts-leicsaa.co.uk
Al-Anon Family Groups	for family groups affected by alcoholism 0115 911 1661 (Mon-Fri 9am-1pm) 24 hour answering service - 0207 403 0888 www.al-anonuk.org.uk/
ALATEEN	for teenagers and young people affected by alcoholism. Details available from 'A Directory of Self Help Groups in Nottingham and District'. 0207 403 0888. For meetings call 0207407 0215 www.al-anonuk.org.uk/alateen
Alcohol Problems Advisory Service (APAS)	36 Park Row Nottingham, NG1 6GR. 0115 9414747 or 0345 626316. (9-5 Mon-Fri, Answer phone out of hours). www.apas.org.uk/
The Priory Clinic	Alcohol and Drug Treatment, Ransom Road, Nottingham: 0115 969 3388 www.priorygroup.com/
Narcotics Anonymous	Spiritual, emotional and physical recovery from prescribed and street drugs. UK Helpline 0300 999 1212 www.ukna.org/
HELP (Help Encouragement Link for Parents)	Self-help group formed by parents and carers of drug/solvent abusers for other parents and carers. C/o Self Help Team 0115 969 1212.
Compass Drugs Service	0115 911 4490/1 - Sally Jackson

Self Help Nottingham

0115 911 1661 (Mon-Fri 9am-1pm)