

## **DRUG AND ALCOHOL ABUSE POLICY**

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”  
James 3.13

### **1. Introduction**

The Academy is committed to ensuring the health, safety and welfare of its employees and student and expects its employees to adhere to the healthy living ethos of the Academy, in light of the Academy specialism to encourage and promote healthy living through diet, physical activity and good citizenship.

The policy is intended to safeguard the young people at the Academy whilst supporting employees.

- 1.1 The Health and Safety at Work Act 1974 has an over-arching which requires that the Academy should keep employees and third parties free from risk of harm as far as reasonably practicable. Employees are also required to adhere to the Academy’s policies in this respect.
- 1.2 The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient assessment of risks arising from workplace activities to be undertaken, and this includes risks arising from potential drug and alcohol use. The Regulations also place a duty on the Academy to undertake specific risk assessments for vulnerable persons.
- 1.3 Under the Management of Health and Safety at Work Regulations 1999 employees have a legal duty to inform the Academy of any situation that could be considered to constitute risk, and therefore must report any other employee who appears to be under the influence of drugs or alcohol.
- 1.4 In this policy the term substance abuse includes misuse of controlled and prescription drugs, and use of illegal and designer drugs and other substances such as solvents. Drugs are defined as any substance that affects the way the body functions physically, emotionally or mentally. Misuse is defined as any use that harms social or physical functioning.

## **2. The Policy**

- 2.1 The Academy will take all reasonable steps to eliminate the abuse of drugs, alcohol and any other substances, on the Academy's premises in order to avoid the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and workers and all persons coming onto the Academy premises.
- 2.2 The Academy will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of activities undertaken by employees within and on behalf of the Academy to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, students, other members of the Academy community, contractors and the public.
- 2.3 The Academy prohibits the drinking of alcohol by employees and workers at any time in the workplace or on Academy business. The only exception under this policy is drinking in connection with authorised social functions, in which case any alcohol consumption must be in moderation, not have an adverse affect on the ability to perform normal duties and must be approved in advance by the Principal, or the Chair of the Governors in the case of the Principal. In such circumstances the Academy will regard drinking to an 'unreasonable level' as any of the following situations: -
- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).
  - In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
  - In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
  - The individual continues to drink when instructed to stop by a Manager.
- 2.4 The Academy will take all reasonable steps to prevent employees and workers carrying out work-related activities if they are considered to be unfit or unsafe to undertake the work as a result of alcohol consumption or substance abuse.
- 2.5 The Academy expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incident takes place on Academy premises, or where the employee or worker is on Academy business, this will be regarded as serious, including the possibility of the need to report the incident to the Police.

### **3. Action under the Policy**

- 3.1 Irrespective of a decision to involve the police the incident will be investigated by the Academy, and if shown to have occurred will lead to disciplinary action, which could include dismissal.
- 3.2 No employee of the Academy, or worker operating within the Academy or on the Academy's behalf, shall in connection with any activity relating to his/her employment with the Academy:
- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
  - consume or be under the influence of drugs or alcohol whilst on duty;
  - store drugs or alcohol in personal areas such as lockers and desk drawers;
  - attempt to sell or give drugs or alcohol to any other employee or any other person on the Academy's premises or whilst conducting activities on behalf of the Academy.
- 3.3 Employees or workers must inform the Principal, or a delegated Senior Manager, regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

### **4. Support under the Policy**

- 4.1 Notwithstanding that there may also be a disciplinary issue to be pursued by the Academy, if in the Principal's opinion, having taken advice from the Academy's Occupational Adviser, it is considered that an employee, suffering from drug or alcohol dependency and who declares such dependency, would benefit from reasonable assistance provided by the Academy, including allowing absences for treatment and/or rehabilitation as would be the case in any other sickness situation, then such assistance will be offered. However, failure to accept help or continue with treatment will render the employee liable to disciplinary procedures.