**Item 14**
**For Approval**

**GLASGOW KELVIN COLLEGE**

**Board of Management Meeting of 10 October 2022**

**Alcohol, Drugs and Substance Misuse Policy**

**Report by the Director of People and Culture**

## 1. Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, a range of employment policies and procedures for Glasgow Kelvin College. In accordance with the agreed Policy and Procedure Review Schedule the Alcohol, Drugs and Substance Misuse Policy has been revised.

The purpose of this report is to apprise members of the outcome to the review of this Policy and request approval from the Board of Management.

The report and associated Policy were endorsed by the Finance and Resources Committee at its meeting on 20 September 2022.

## 2. Alcohol, Drugs and Substance Misuse Policy

The Alcohol, Drugs and Substance Misuse Policy was first drafted in 2013. The College undertook a consultation exercise with staff, managers and representatives of its recognised Trade Unions, EIS-FELA and Unison. Consultation began early in academic year 2021-22 and ended May 2022. A few focus groups were held with staff during that time.

The Policy was also discussed at the formal Joint Negotiation/Consultative Committees held between January 2022 and June 2022 with both Trade Unions. Feedback was provided by the EIS/FELA and subsequently Unison.

Considering the feedback received and the operational changes within the College the decision was taken to rewrite the Policy. The document now presents a more coherent structure, providing clearer guidance and support both to managers in managing staff with ongoing dependency issues or isolated incidents and staff on how such a situation will be managed. The content has been updated with the removal of duplication and repetitive text. In addition, the support available to staff, internal and external has been updated.

The attached document was considered by members of the Finance and Resources Committee at its meeting held 20 September 2022 and members were invited to comment. Feedback from Unison however was received after the papers had been issued to Committee members. Many of the areas suggested by Unison have been incorporated. The key additions to the document include:

- the word abuse was substituted with the word misuse
- a greater emphasis throughout the document referring to support for staff and training for managers
- further clarification on the process for searching for alcohol/drugs/substance and testing of staff
- further clarification on the use of prescribed medication regarding staff and management responsibilities

The revised document attached, Appendix 1 has been further shared with Trade Union representatives.

It was recommended to the Finance and Resources Committee that whilst this is an existing policy which falls under the remit of that Committee the extent of the revisions rendered it a new policy.

Members of the Board of Management are requested to approve the Alcohol, Drugs and Substance Misuse Policy for immediate implementation.

The College will provide awareness raising activities around the excessive use of alcohol and negative impact of using illegal drugs and substances. It will also provide training for managers in managing such situations both in terms of having a conversation with staff, offering support and the appropriate policies and procedures available to assist. Training for managers will be provided in academic year 2022-23 with routine awareness raising taking place throughout the year.

## 3. Resource Implications

No resource implications have been identified as a result of this paper. The Organisational Development and Wellbeing budgets for 2022/23 will cover the cost of training for managers and awareness raising events for staff.

## 4. Equality

No equality implications have been identified as a result of this paper.

## 5. Risk and Assurance

No risk implications have been identified as a result of this report.

## 6. Data Protection

No data protection implications have been identified as a result of this report.

## 7. Recommendations

Members of the Board of Management are recommended to:

i) note the content of this report and its appendix;
ii) approve the revised Alcohol, Drugs and Misuse Policy; and
iii) note that training for managers and awareness raising campaigns will be provided.

## 8. Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of People and Culture (dshiels@glasgowkelvin.ac.uk)

Appendix 1

Glasgow Kelvin College

# Alcohol, Drugs and Substance Misuse Policy

| Document Control Information | |
|---|---|
| Reviewed by the Strategic Management Team | |
| Date of Next Review: | |
| Approved by the Board of Management: | |

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. **This Policy has been subject to an Equality Impact Assessment, which can be viewed on our website:** https://www.glasgowkelvin.ac.uk/equality-diversity/

**Alcohol, Drugs and Substance Misuse Policy**


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## 1. Introduction

Glasgow Kelvin College is committed to providing a safe, healthy and productive working environment. The College, its recognised Trade Unions and staff recognise the need to ensure that at all times the College has a highly competent workforce capable of providing the best possible service to its learners, partners, communities and service users.

The College aims to create and support a healthy and efficient working environment, not only through its obligation to comply with the Health and Safety at Work Act, 1974, and the Misuse of Drugs Act, 1971, but also through a supportive and rehabilitative approach towards alcohol, drugs and substance misuse problems. Alcohol, drugs and substance misuse problems, which may or may not result in absence from work, not only has a significant effect on the member of staff but can also impact on the operating capability of the College, the safety of its staff and students, and on the wellbeing of the individual member of staff.

This policy does not form part of any contract of employment or other contract to provide services, and the College may amend it at any time (Subject to agreement with or following consultation with recognised trade unions).

Any information a member of staff provides to the College about their health will be processed in accordance with its Data Protection Policy. The College recognises that such data is sensitive and will handle it in a confidential manner.

**Policy rules on alcohol, drugs and substance misuse**

Members of staff must arrive at work free from the effects of alcohol, drugs or substances, and the consumption of alcohol, Misuse of Drugs or substances is forbidden during working hours. subject to certain conditions the consumption of alcohol during work related social events is permitted, (See section 7).

## 2. Aims

The policy aims to:

- Outline the College's responsibilities as an employer in managing the impact at work of staff's alcohol, drugs or substance misuse.
- Ensure that a member of staff's misuse of alcohol, drugs and substance does not affect the health and safety of that individual, their colleagues or others with whom they come into contact in the course of their work.
- Set out the rules regarding the use of intoxicating substances and ensure employees are aware of the likely consequences to their employment if misusing substances impacts on the College.

- Make staff aware of their responsibilities regarding alcohol, drug and substance misuse and related problems.
- Provide a framework to enable instances of misuse to be handled in an appropriate, confidential and consistent manner.
- Ensure that a member of staff's misuse of alcohol, drugs and substances does not affect the efficient and effective operation of the College's activities.
- Provide information on the symptoms and effects of alcohol, drugs and substance misuse and external sources of help.
- Raise staff awareness as to the risks of alcohol, drug, and substance misuse.
- Provide guidance and training on managing staff who have disclosed an alcohol, drugs or substance related problem, and/or where a manager recognises signs of potential misuse affecting a staff members work to ensure staff are treated with sympathy, fairly and consistently.

## 3. Definitions

Alcohol, drugs and substance misuse is defined as "the intermittent or continual use of alcohol or substances which causes detriment to the member of staff's health, social functioning or work performance, and which affects efficiency, productivity, safety, performance, attendance, time keeping or conduct in the workplace".

Drugs and substances are defined as illegal drugs, prescribed and non-prescribed medication, and solvents. Substances covered in this document are those that come under the Misuse of Drugs Act 1971 (Appendix A). The misuse of drugs and substances is defined as the use of any illegal drugs, substances or misuse of any prescribed and non – prescribed drugs.

## 4. Scope

This policy is concerned with the effects of alcohol, drugs and substance misuse in the workplace and applies to all members of staff. Individuals working within the College, but not employed by the College e.g. contractors, visitors, customers, are required to adhere to the policy guidelines even although not covered by procedural details.

## 5. Guiding Principles

The policy and procedures incorporate the following principles:

(i) **Good faith** by which it is understood that this policy and its procedures will be applied to all members of staff in a consistent manner and without discrimination.

(ii) **Fairness** by which it is understood that action will be promoted which is reasonable, necessary, known and understood. Members of staff involved are entitled to be heard with courtesy and respect

(iii) **Confidentiality** by which it is understood that information relating to alcohol, drugs and substance misuse should not be divulged to a third party not involved in the process, other than appropriate individuals, to take account of any risk to the individual or others (perceived or real). Appropriate individuals may include: those who are involved in the process or providing advice/support such as relevant management and staff within People and Culture Services.

(iv) **Representation** by which it is understood that if issues of alcohol, drugs or substance misuse arise within these procedures and a more formal approach is required to deal with them, a member of staff will be entitled to be accompanied by their Trade Union representative, an officer of a trade union or by a workplace colleague if they wish. If a member of staff wishes additional support outwith the formal process this can be discussed with the manager, their Human Resources Business Partner or their Trade Union representative.

(v) **Equal opportunities** by which it is understood that in applying these procedures all members of staff will be treated without distinction in relation to sex or gender, sexual orientation, marital or parental status or other family circumstance, disability, race, ethnic or national origin, political belief, membership of or activities as part of a trade union, and social or economic status.

## 6. Procedural Provisions

The general provisions of this policy are detailed below:

(i) The general provisions within this policy, which relates to staff with ongoing dependency problems, should be distinguished from isolated instances of attendance at work under the influence of alcohol, drugs or substances, and unauthorised absences resulting from the same (See section 8). These are issues of conduct that fall within the scope of the College Disciplinary Policy and Procedure.

(ii) This policy may be applied simultaneously with other relevant College policies and procedures e.g. attendance management/capability, disciplinary, etc.

(iii) All managers have a central role in the effective of management of alcohol, drugs and substance misuse problems and their impact upon work performance and service delivery. It is imperative that all managers, supported by the College, acquire the skills and training needed to conduct relevant processes in a competent and supportive manner. This support needs to be particularly emphasised when a manager is dealing with the case. Support and advice can be provided by members of the Human Resource Management (HRM) Team, People and Culture Services.

(iv) It is intended to regularly raise awareness of the policy and to educate members of staff through a variety of health promotion initiatives.

(v) The College places a high value on the health of all staff and seeks to promote routinely the safe use of alcohol and to provide information on drug and substance misuse.

(vi) The College seeks to raise awareness to try and minimise the likelihood of alcohol, drugs and substance misuse of occurring and to limit the consequences for staff and the College activities when it does occur, the College will support staff through periods of alcohol and/or substance misuse related sickness absence, under the normal sick pay arrangements, with the aim of securing their return to work, and will encourage rehabilitation arrangements or other resolution as appropriate within its resources available.

(vii) If an alcohol, drugs or substance misuse problem is identified the member of staff will be given the opportunity to undertake appropriate treatment to enable them to achieve an acceptable standard of work and behaviour. This will take place during working hours, if necessary.

## 7. Consumption of Alcohol on College Premises, During Working Hours or During Work Related Events

It is noted that members of staff must arrive at work, whether on any premises utilised by the College or hybrid working, free from the effects of alcohol, drugs or substances, and the consumption of alcohol or Misuse of Drugs or substances is forbidden during working hours.

### Work Related Events

The consumption of alcohol on College premises is not normally permitted. This restriction relates to all staff, students and other personnel on College premises. However, the Principal may agree to the provision of alcohol at specific events. Such permission must be given in advance and in writing. Permission may be given after the evaluation of each request on its merits. Members of staff will not consume alcohol at such events if intending to return to work. Where the provision of alcohol at specific events is permitted, non – alcoholic beverages will also be made available.

Staff involved in corporate entertaining or socialising as part of College business are acting as representatives on behalf of the College. They are expected to behave responsibility at all times and are reminded that bringing the College into disrepute is considered as gross misconduct under the College's Disciplinary Policy.

A social event like a Christmas party can be a good opportunity to bring people together, boost morale and thank staff for their contribution during the year. The College however recognises that work related events such as Christmas parties, birthday celebrations or other social or informal events are an extension of the workplace. The College appreciates that alcohol will be consumed at such events but nevertheless expects all staff to always behave responsibly. The staff member is responsible for their own behaviour, wellbeing, safety and for any agreements made by them under the influence of alcohol, these will not have any contractual status. Inappropriate conduct or any inappropriate behaviour that may be induced due to alcohol consumption may

be dealt with under the College's disciplinary policy.

Staff are expected to refrain from unacceptable behaviour at any work related event, and are required to adhere to the College's policies, including dignity and respect, equality, diversity and inclusion and on alcohol and drug misuse. Staff are expected to respect the decision of colleagues not to drink.

Staff are expected to turn up at the workplace in a fit state to perform their contractual duties on the day after the event if this is a normal workday. Absences after such an event will be managed under the relevant policy.

**Operation of Training Restaurant**

Members of the public are permitted to provide their own wine for consumption with meals in the Training Restaurants. The College reserves the right not to permit the consumption of such wine in circumstances which it deems to be inappropriate.

**Programmes of Study**

Where the provision of alcohol is **essential** to the teaching/learning activities for programmes of study such use will be permitted. The use of alcohol in these activities will be strictly controlled by appropriate members of staff.

It should be noted however consumption of alcohol on College premises will only be permitted in exceptional circumstances.

**Field Trips and Residential Visits**

**a) Field Trips**

On field day trips the consumption of alcohol by both students and staff is prohibited.

**b) Residential Experiences**

(i) Before any residential experience is undertaken staff will discuss fully with students the use of alcohol for social purposes. Students will also be issued with written guidance on the use of alcohol for social purposes prior to any residential experience being undertaken.

(ii) When on a residential experience out with Britain either UK laws or the laws of the country being visited will apply, whichever is more restrictive on the consumption of alcohol. This will apply to both staff and students.

## 8. Managing Alcohol, Drugs or Substance Misuse

Alcohol, drugs or substance misuse related issues with members of staff fall into one of two categories:

(i) **Conduct related issue:** an over-indulgence in alcohol, or misuse of drugs or substances, which results in socially unacceptable or even dangerous behaviour but which is not related to a physical or psychological dependence.

Misconduct in the form of alcohol, drugs or substance misuse, where it is confirmed by the staff member or there is evidence to support that the staff member does not have a dependency problem, then recourse to the Disciplinary Policy and Procedure may be appropriate. In accordance with the Disciplinary Policy and Procedure the matter will be fully investigated. The nature and appropriateness of disciplinary action will depend on considerations such as the seriousness of the misconduct, and the type of work done by the member of staff, e.g. the safety risks of a member of staff being under the influence of alcohol, drugs or substances.

(ii) **Ongoing health related issue:** where a person's physical or psychological dependency on alcohol, drugs are substances continually or repeatedly interferes with their work.

In these circumstances, the matter will be treated as a capability issue in accordance with the Attendance Management and Support Policy and Procedure whereby, in the first instance, the manager will discuss the matter with the member of staff. If an alcohol, drug or substance misuse problem is identified the member of staff will be referred to Occupational Health for further advice and support. The manager should seek advice and support from the HRM Team, People and Culture Services.

Relevant considerations before referring to Occupational Health for review will include the:

- member of staff's acceptance that there is a problem;
- member of staff's willingness and commitment to obtaining treatment; and
- number of previous occasions on which similar support has been provided

It is not the policy of the College to undertake drug or alcohol screening and /or testing on staff. If this felt to be required however this will be carried out with the consent of the staff member. Testing and/or screening will be conducted lawfully and fairly. The arrangements will be co- ordinated by the HRM Team and carried out independently by the Occupational Health provider or a suitable alternative provider.

Screening is a sensitive matter and should only carried out when there is a reason for testing **under for example, health and safety and/or safeguarding.**

If screening or testing is requested of an individual, this requirement should be proportionate to the seriousness of the allegations against the staff member. Screening or testing may take place if the staff member's actions or omissions may have contributed to, for example:

- a dangerous incident or near miss;
- where behavior exposes vulnerable learners to risk;
- where behaviour is a health and safety risk, to the staff member, colleagues, students or external contacts;
- where behaviour indicates that an individual may be under the influence of alcohol, drugs or substances and is liable to cause one of the above or the work activity has been assessed as safety critical.

Under these circumstances, the staff member must be made aware of any possible disciplinary action they may face if they refuse a test.

The College reserves the right to conduct searches for alcohol or drugs on its premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages, and any other items or areas as deemed necessary. Where a search is carried out, it will be conducted by someone of the same sex, in the presence of a witness and always show respect for privacy. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the College's Disciplinary Policy and Procedure. Where a staff member does not to cooperate with a search it could amount to a failure to follow a reasonable management instruction.

## 9. Identifying a Potential Alcohol, Drugs or Substance Misuse Problem

Alcohol, drug and substance misuse is not always easy to identify, and it is an extremely sensitive and confidential matter. Misuse may present itself in some of the following ways, especially in combinations, these characteristics may indicate the presence of an alcohol, drugs, or substance related problem, (It should be noted that these symptoms could be caused by other factors):

(i) Absenteeism: instances of unauthorised leave, frequent Friday and/or Monday absences, leaving work early, lateness (especially returning from lunch), excessive sickness absence, unusually high level of short term and intermittent absences with, or without, explanation.

(ii) High accident level: at work, elsewhere, driving or at home.

(iii) Work performance: difficulty in concentration, work requires increased effort, individual tasks take more time, problems with remembering instructions or our

own mistakes, poor judgement or poor decisions.

(iv) Mood swings: irritability, depression, and general confusion.

(v) Appearance: how the staff member presents themselves, deterioration and physical appearance and/or wellbeing.

It is acknowledged that alcohol, drug or substance misuse is a very sensitive matter, and it should be anticipated that a staff member may deny the allegation and/or become defensive and a meeting with someone suspected of having an alcohol, drug or substance misuse problem may be challenging for management and the staff member. Meetings should be respectful and supportive and it should be recognised that the member of staff's behaviour (including a denial) may be a symptom of misuse illness.

## 10. Intervention

Where a member of staff recognises that they may have an alcohol, drugs or substance misuse dependency problem, they can request a confidential self-referral to occupational health for advice and support. The member of staff can contact their HR Business Partner to arrange a confidential appointment.

The College recognise that alcohol, drug or substance misuse is often stigmatising which can mean that people are reticent to disclose issues and/or access support. It is important to be aware of this barrier when supporting someone and to take a sensitive approach. For example, the use "person-first" language is essential for stigma reduction, focusing on the person and not his or her condition. Research has shown that use of terms such as "substance abuser" is more likely to worsen stigma than use of person-first language such as "a person with a substance use disorder."

(i) **Voluntary approach** by a member of staff who may have an alcohol, drugs, or substance misuse problem: where such an approach is made by a member of staff to the line manager, the line manager should discuss the matter fully with the member of staff and with the agreement of the member of staff refer to Occupational Health and/or another appropriate external agency (See Appendix B) for advice and support. The line manager Should contact their HR Business Partner to make the Occupational Health referral. An agreed plan of support, including regular meetings for review, should be agreed to ensure that ongoing support is being provided.

(ii) **Action by colleagues:** it is possible that a member of staff with an alcohol, drugs or substance misuse problem will come to the notice of a manager through the observation of colleagues. It is in the interest off the member of staff with such a problem to be offered help as soon as possible, if help is accepted prompt action may assist earlier recovery for the member of staff and will reduce the effects on colleagues.

Members of staff are encouraged to address the issue directly and not inadvertently cover up for colleagues with a suspected or known alcohol, drugs or substance misuse problem, as non-action may in the long-term impact on the colleague with the problem as well as other members of staff. The first approach should normally be for colleagues, where they feel comfortable with this approach, to encourage the member of staff to recognise their problem and seek advice either through their GP or the agencies listed an appendix B. Advice may be sought from the HRM Team.

Colleagues can also approach their trade union representative for advice, but confidentiality must be kept i.e. not identifying the person suspected of having a problem. If these actions outlined above fail, colleagues are encouraged to alert the line manager to the situation, in the best interest of their colleague, so that support may be provided by the College as early a stage as possible. If an alcohol, drug or substance misuse problem is established the College will provide the staff member with appropriate support.

**Action by line manager:** where an alcohol, drugs or substance misuse problem is suspected, potential identifying characteristics are outlined in Section 9 above, the line manager will, in the first instance arrange to meet with the member of staff to discuss the matter within the terms of the most relevant policy, as appropriate. The discussion should be confined to aspects of work performance, attendance, behaviour and/or attitude and conducted in a sensitive manner. A member of the HRM Team can provide appropriate support and advice in how to manage this conversation, support and advice can be sought at any stage. Where an alcohol, drug or substance misuse problem is established then an offer of assistance should be provided. Options available to the manager to support a staff member include:

- Referral to Occupational Health and appropriate treatment providers, where necessary in conjunction with the employees GP.
- Time off work or flexibility in working hours to attend treatment and recognition of any periods of absence for such treatment in accordance with the College's policies e.g. time off for medical treatment and attendance management policies.
- Consideration being given to adjusting duties or offering other support where reasonable and as recommended by a medical professional e.g. Occupational Health, GP or specialist or as recommended in an agreed Fit For Work Plan, during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.
- Reasonable time off for rehabilitation or counselling should be discussed and regular contact made. The employee must take responsibility for following the treatment programme.
- Where the member of staff accepts support and participates a programme

of treatment prescribed the manager will monitor and review their situation in accordance with the relevant policy. Once the staff member returns to acceptable standards expected, monitoring and review meetings can decrease and cease when agreed by both parties.

## 11. Relapse

Where a member of staff, having received treatment, experiences a relapse the College will consider the case on its individual merits. In these circumstances the line manager should immediately seek advice from their HR Business Partner to determine the appropriate procedure to be followed. The College may decide to extend the period of monitoring to enable further treatment depending on the circumstances. However, the member of staff will be made aware that refusal of further treatment and / or further relapses may result in further action being taken a i.e. disciplinary, capability.

## 12. Other Serious Misconduct Caused by Alcohol, Drugs or Substance Misuse

**Intoxication on the premises or Unfit for Work:** if a member of staff is known to be, or strongly suspected of being intoxicated by alcohol and/or unfit for work due to alcohol misuse during working hours, the line manager should consult with a member of the HRM Team. Arrangements will be made for the member of staff to be immediately and safely escorted from the College premises, and if deemed necessary arrangements will be made for the member of staff to be taken home. However, being unfit for work due being intoxicated by alcohol and/or alcohol misuse during working hours is considered a serious breach of discipline and should be fully investigated under the College Disciplinary Policy and Procedure. The member of staff should be made aware that following a full investigation under this policy that the incident may lead to disciplinary action being taken against them, up to and including dismissal.

**Drugs and substance misuse on the premises:** a member of staff who takes mood or performance altering substances on College premises which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will be managed in accordance with the Disciplinary Policy and Procedure. This course of action will also be applicable to any member of staff believed to be buying or selling drugs and/or substances, unlawfully possessing drugs and/or substances, and who has stolen drugs and/or substances from the College. The Misuse of Drugs Act 1971 may also apply in these circumstances and the College may contact the Police.

A staff member who is prescribed medication by a professional medical practitioner, where the effects of the medication may impact on their ability to undertake their role or their health and safety or the health and safety of others, must discuss the matter with their line manager. This will enable the line manager to make reasonable

adjustments where appropriate. Failure to inform the College may result in formal action being taken.

Members of staff must not attend work whilst under the influence of non – prescribed drugs or substances as defined by the Misuse of Drugs Act 1971. Similarly with Psychoactive substances, the term given to substances that are used recreationally but are not controlled under the Misuse of Drugs Act (1971), not licenced for legal use, and not regulated as a medicine Medicines Act (1968).

The College may be committing an offence under the Misuse of Drugs Act 1971 if it is aware that illegal drugs are being used or bought / sold on its premises. Therefore, the College has an obligation to inform the Police in these circumstances.

Persons are committing a criminal offence if found in possession of or dealing in any of the substances controlled under the Misuse of Drugs Act (1971) including Psychoactive substances. And any member of staff believed to have done so on College premises may be committing an act of gross misconduct and will be managed in accordance with the Disciplinary Policy and Procedure as well as criminal prosecution.

Where members of staff have been prescribed medication by a professional medical practitioner or plan to take over the counter medicines that may cause side effects that may impact on their ability to carry out their duties safely and effectively or where it may impact on the health and safety of others, they should seek advice from their GP or pharmacist. They should notify their line manager as soon as they are aware of such side effects or if they have any concerns. A Risk Assessment may be required under these circumstances and therefore it is vitally important staff notify their line manager for their own safety and safety of others to ensure that reasonable adjustments can be made where appropriate. Failure to do so may result in other appropriate procedures being invoked.

## 13. Training and Development

The College is committed to providing training to support the management of alcohol, drugs and substance misuse problems to create an environment where staff feel able to ask for help, knowing they will be supported and signposted appropriately where possible. Staff and managers will be made aware of the resources and support available.

Training will be provided to line managers in order to develop “early recognition” techniques for identifying staff misusing alcohol, drugs or substances and the confidence in managing and supporting employees and deciding when to refer on.

Training and development in College policies such as the Attendance Management and Support Policy and the Disciplinary Policy and Procedure will also support line managers in managing members of staff involved in alcohol, drugs or substance misuse.

## 14. Relevant Legislation

- Misuse of Drugs Act 1971
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- General Data Protection Regulations 2018 and the Data Protection Act 1998
- Human Rights Act 1998 (Article 8)
- Road Traffic Act 1988
- Transport and Work Act 1992
- The Equality Act 2010

## 15. Supporting Policies

This Policy should be read and used in conjunction with other relevant documents:

- Disciplinary Policy and Procedures
- Attendance Management and Support Policy and Procedures
- Dignity and Respect Policy and Procedure
- Family Friendly and Flexible Working Policy and Procedures
- Health and Safety Policy
- Data Protection Policy

**Appendix A**

## Misuse of Drugs Act 1971

The Misuse of Drugs Act 1971 (MDA) (Ref 10) is the main piece of legislation governing the unlawful possession and supply of controlled drugs and nearly all drugs with misuse and/or dependence liability are covered by it

Some of the most commonly used drugs in the UK today are:

- Cannabis: can cause anxiety, paranoia, lung disease, cancer, and can increase the risk of developing a psychotic illness
- Cocaine: highly addictive and can cause panic attacks, fits and heart attacks
- Ecstasy: can cause, liver, kidney and heart problems, and induce psychotic states
- Amyl Nitrate (also called ‘poppers’): can cause extreme headaches and nausea
- Amphetamines: highly addictive and depressive. These drugs put strain on the heart and overdosing can be fatal
- Hallucinogens: such as LSD and magic mushrooms – hallucinations can be frightening and may include flashbacks of real events
- Ketamine: powerful anaesthetic which reduces sensations in the body. This means that people who have taken it can’t feel pain properly, and can injure themselves without knowing it. Ketamine can also cause panic attacks and depression

For more information about particular drugs see the A to Z guide from FRANK **http://www.talktofrank.com**

## Psychoactive Substances (‘Legal Highs’)

New Psychoactive substances (NPS), often known as 'Legal highs', are substances which replicate the effects of illegal drugs but are not controlled under the Misuse of Drugs Act. However, they are illegal to sell, supply or advertise for consumption. These "legal" drugs also carry health risks, particularly when mixed with alcohol and/or illegal substances, and with new drugs being constantly developed (and not necessarily tested), the long term physical and mental effects are unknown.

**Appendix B**

**Getting Help and Support – An outline of services available**

If you are struggling with alcohol or drug misuse, there are a number of services which can help you.

- Speak to your GP - they may be able to treat you, or they can refer you to a local alcohol/drug specialist service.
- You may benefit from speaking to other people who have similar experiences to you. You can find support groups with organisations such as Alcoholics Anonymous (AA) and Narcotics Anonymous
- For information on substances and their affects you can search on http://talktofrank.com.
  For help and support for drugs go to https://www.scottishdrugservices.com/.
  For help and support regarding alcohol issues contact Glasgow Council for Alcohol (Tel: 01413531800) or contact them through their website.
- Support is available through our Wellbeing Service provided by MCL Medics who are independent of the College and the service is completely confidential.

**Wellbeing - MCL Medics (Employee Assistance Programme)**

Download the App accessed through:
**URL:** https://www.mcl-medics.com/glasgow-kelvin/
**Password**: Welcome_Glasgow_Kelvin

Access Code: 593925

**Email: eap@mcl-medics.com**
**Freephone: 0800 196 1441**

What is the Employee Assistance Programme (EAP)?

EAP is a free benefits service that is provided to all staff and is fully funded by the College. The EAP offers additional professional support and guidance for when things get a bit tough at work or at home. When things become difficult to manage, you can turn to the EAP to support you through life challenges that may affect your work performance, mental health and emotional wellbeing.

Ultimately, EAP is here to help you build better coping techniques with the help of the short term counselling solutions and lifestyle guides, and is available for you to use however you feel most comfortable.

What services are offered through the EAP?

There are three main services available through the EAP. Online portal and App which offers a library of health and wellbeing articles. In addition to this, there are resources on nutrition and fitness, including yoga videos and a range of lifestyle information. This includes debt management, parenting and family guides and how to achieve a good work/life balance.

Counselling Service that gives you the opportunity to benefit from one of our specialised dedicated counsellors who are on hand to help you over the telephone, via video and face to face. Access to our legal and financial helpline which supplies information and financial advice on a range of issues you may need help with.

The EAP service is completely confidential and only statistical information relating to the usage of the service is passed to the College. All consultants providing the service are bound by strict ethical codes of conduct and confidentiality. If you wish, you may remain anonymous when using the service.

**Drink Wise**

If you would like to speak to someone about your own or a loved one's drinking, Drink Wise, Age Well offers advice and support for people over 50. Contact your local office on 0800 304 7690 or alternatively, visit the website at drinkwiseagewell.org.uk

**Drinkaware**

**Assistance is available to help you learn about the impact of alcohol on you, your family or friends. Drinkaware will support you with the advice and information you need.**

Want to change the way you drink? Why not download the MyDrinkaware App: https://www.drinkaware.co.uk/

Understanding what is an alcohol unit and alcohol by volume: https://www.drinkaware.co.uk/facts/alcoholic-drinks-and-units/what-is-an-alcohol-unit

**Release**

Telephone: 020 7324 2989 Email: ask@release.org.uk Web: http://www.release.org.uk A national centre of expertise on drugs and drugs law providing free, specialist advice and information to the public and professionals on issues related to drug use and drug laws.

**Council for Information on Tranquillisers, Antidepressants, and Painkillers (CITAp)**

Telephone: 0151 932 0102 (Monday to Friday 10am-1pm, Weekends and Bank Holidays) Email: cita@citap.org.uk

Web: http://www.citawithdrawal.org.uk

Provides support and information for individuals, families, friends and professional advisors dealing with prescribed tranquillisers, sleeping tablets, and antidepressants.

**Families Anonymous**
Telephone: 0845 1200 660
Email:
office@famanon.org.uk
Web: http://famanon.org.uk

Families Anonymous is a world-wide fellowship of family members and friends affected by another's abuse of mind-altering substances, or related behavioural problems.

**Cocaine Anonymous**
Telephone: 0300 111 2285 (mobile friendly) or 0800 612 0225 (free from UK landlines) Email: helpline@cauk.org.uk
Web: http://www.cauk.org.uk

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their addiction.

**Alcohol Concern**
Telephone: 0207 566 9800
Email:
contact@alcoholconcern.org.uk
Web:
http://www.alcoholconcern.org.uk

Support service to help people understand the dangers of drinking too much. They run the national drink helpline (Drinkline) on 0300 123 1110.

**Alcoholics Anonymous**
Telephone: 0845 769 7555
Email: help@alcoholics-anonymous.org.uk
Web: http://www.alcoholics-anonymous.org.uk

A help-line service for people who want help or advice about alcohol. Alcoholics Anonymous also run many local self-help groups to help recovering alcoholics. Contact them for further details of local meetings.

**Al-Anon Family Groups**
Confidential Helpline: 020 7403 0888 Email: enquiries@al-anonuk.org.uk
Web: http://www.al-anonuk.org.uk

Provides support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

**Narcotics Anonymous**
Telephone: 0300 999 1212 Web: www.ukna.org

A self-help group and help-line that deals with all aspects of opiate misuse.

**FRANK**
(National drugs information service)
Telephone: 0300 123 6600
Email: frank@talktofrank.com
Web: http://www.talktofrank.com