

# John Wheatley College

## Board of Management

### Alcohol Policy

#### 1.0 Preface

Alcohol misuse is associated with a variety of costs with implications for employer alike. These costs include excessive sickness absence, absenteeism, reduced productivity and alcohol-related accidents in the workplace. The consumption of alcohol has considerable implications for health and safety at work, since in even small quantities it can impair decision-making, vision and co-ordination – skills we all require in our jobs.

Research has shown that the vast majority of the UK workforce drink alcohol with a sizeable number consuming more than the recommended 'safe' limits. This may or may not lead to alcohol-related problem is defined as any drinking, either intermittent or continual, which interferes with a person's health and social functioning and/or work capability or conduct. John Wheatley College is opposed to alcohol consumption which impairs work performance and prohibits alcohol consumption at work.

Employers in the past have found it difficult to identify employees with alcohol-related problems and to know what the best course of action might be. John Wheatley College has, therefore, produced a policy which, in addition to stating clearly its position, gives positive and progressive guidelines on how to prevent alcohol-related related problems from occurring and how to manage them effectively.

The principles of this policy will also be applied to those who may be experiencing problems related to misuse of other substances.

#### 2.0 Policy Statement

This policy has been designed to reflect the College's commitment to providing staff and students with access to information on a sensible approach to drinking and to supporting those misusing alcohol and requiring help.

This policy applies to all people working, studying or visiting within the college premises.

##### **The aims of the policy are as follows:**

- i) to state clearly the College's position on alcohol;
- ii) to seek to ensure safe working practices in relation to alcohol;
- iii) to promote safe and sensible drinking through an education programme which covers every level of the organisation; and

- iv) to encourage employees and students who are experiencing alcohol-related problems to seek appropriate assistance at the earliest possible opportunity and to promote and ensure the provision of appropriate assistance to employees who have been identified as having a known/suspected alcohol-related problem.

Infringements of this policy may be dealt with under agreed disciplinary proc

### **3.0 Consumption of Alcohol on College Premises**

- a) 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 should not consume alcohol at such events if intending to return to work.

- b) **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.

- c) **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. ***However consumption of alcohol will only be permitted in exceptional circumstances.***

### **3.1 Sale of Alcohol on College Premises**

The sale of alcohol on College premises is not permitted.

### **3.2 Alcohol Consumption Before and During Working Hours**

The College requires that staff and students arrive for work and study free from the effects of alcohol and forbids its consumption during working/study hours, including lunchtimes. The college considers it unacceptable for staff and students to appear unfit for work/study through the misuse of alcohol.

### **3.3 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**

- a) 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.
- b) When on a residential experience outwith Britain either UK laws or the laws of the country being visited will apply, which ever is more restrictive on the consumption of alcohol. This will apply to both staff and students.

**5.0 Commitment to Education**

- a) The college will ensure that staff and students have the necessary information and skills to raise awareness of the risks involved in drinking alcohol as well as an understanding of the messages on safe and sensible drinking. There will also be active promotion of local agencies which provide support and advice on alcohol.
- b) Staff and students will be encouraged to promote sensible drinking, where appropriate.

**5.1 For its own premises and staff the college will:**

- a) provide all staff with a copy of the policy and ensure that they and all students have ready access to information about sensible drinking;
- b) ensure that a copy of the policy is displayed in all college premises and hold copies in college libraries;
- c) ensure that staff receive an educational input on alcohol as part of the on-going staff development programme;
- d) make use of posters, videos and exhibitions throughout its various sites to reinforce the main messages on alcohol in the workplace; and
- e) Review this educational programme annually and modify it as required.

**6. Identification**

Employees themselves, their managers, their colleagues and students, may be able to assist individuals for whom alcohol is, or may become, a problem. This would involve informing them of appropriate referral agencies and other support services.

## **7. Voluntary Referral**

### **7.1 Staff**

- a) Employees who suspect or know that they have an alcohol-related problem are encouraged to seek help and treatment voluntarily, either through this policy's procedures or through resources of their own choosing.
- b) The process for a voluntary request for assistance is as follows:  
  
the employee contacts the Personnel Section who will provide or offer information on approved external agencies (see Appendix A).
- c) The confidential nature of records will be strictly observed by all those involved in this process. Failure to comply with this stipulation may result in disciplinary action being taken.

### **7.2 Students**

- a) Students who suspect or know that they have an alcohol-related problem are encouraged to seek help and treatment voluntarily through resources of their own choosing.
- b) The process for a voluntary request for assistance from the College is as follows:  
  
the student should contact her/his course tutor or the Student Advisor who will provide information on relevant external agencies. It is the responsibility of the student to contact whichever agency she/he considers appropriate.

## **8. Monitoring and Review**

This policy will be reviewed annually and monitored consistently during that period to assess its implementation and effectiveness.

## Support Agencies

1. **Scottish Council on Alcohol**

2<sup>nd</sup> Floor  
166 Buchanan Street  
Glasgow  
G1 2HN

Tel: 0141 333 9677

Promotes safe and sensible drinking linked to a healthier lifestyle for those who choose to drink alcohol. Information and resources on alcohol related issues available.

2. **Employee Counselling Service**

120 Bath Street  
Glasgow  
G2 2EN

Tel: 0800 435 768

A confidential service for employees who are having problems at work due to alcohol, drugs, gambling or stress.

3. **Greater Easterhouse Alcohol Awareness Project**

1246 Edinburgh Road  
Barlanark  
Glasgow

4. **Alcohol Anonymous**

Trondra Church  
Trondra Place  
Easterhouse  
Glasgow

## Appendix B

### 1. Management of Employees Who Are Suspected Or Identified As Requiring Help With An Alcohol Problem.

- a) An alcohol related problem is defined as any drinking, either intermittent or continual which interferes with a person's health and social functioning and/or work capability or conduct.
- b) Employees who are identified as possibly having an alcohol-related problem will be offered an opportunity to seek help or advice from an approved external agency via the Personnel Section. A list of agencies is provided in Appendix A.
- c) It is recognised that alcohol-related problems are primarily health and social concerns and therefore people exhibiting problems require help and treatment.
- d) Should the external agency decide that the employee requires help/advice they will provide the appropriate programme on the understanding that:
  - i) Staff who are required to be absent from duty will be subject to the sick absence policy of the College.
  - ii) The employee will normally be permitted to continue in employment subject to appropriate advice and the College's discretion having due regard to the exigencies of the service.
  - iii) Should an employee refuse to co-operate in the help/advice programme, when this has been deemed necessary, the employee may be subject to normal disciplinary procedures at any point.
- e) Following a return to employment after completion of or during the agree help/advice programme, should work performance again suffer as a result of alcohol abuse, an additional opportunity to comply with a help/advice programme may be given. This facility will be granted at the discretion of the College.
- f) Employees who, having come to notice as possibly suffering from an alcohol-related problem, decline to accept referral for diagnosis or help or who discontinue treatment before its satisfactory completion, will if appropriate, be subject to the normal disciplinary procedure.
- g) The concern of this policy is limited to those instances of alcohol-related problems which affect the health and/or work performance of the employees. However, even where an employee has a proven alcohol problem, the likelihood of disciplinary action following serious misconduct should be understood.
- h) The confidential nature of any records of employees with alcohol-related problems will be strictly observed. The confidentiality of all staff being helped under this policy will be protected unless the safety of students or staff would be compromised by doing so.

- i) On resumption of duties or return to work following a period of treatment, the employee will be able to return to her/his substantive post unless this would undermine recovery, yield an unsatisfactory level of job performance, or jeopardise the welfare of students or staff. When the existing post substantive cannot be resumed, every consideration will be given to finding suitable alternative employment.
- j) This policy is applicable to all employees of the college, irrespective of their position.

## **2. Representation**

It should be noted that any employee subject to disciplinary proceedings as a result of the identification of an alcohol-related problem is entitled to be accompanied to meetings by a representative at any time.