



# Alcohol and Substance Misuse in the Field of Operations

## Policy and Standard Operating Procedure

Document Number:	ASM01
Revision Number:	V 2.1
Review Date:	12/02/19
Reviewed by:	Operation Florian Board
Signed by:	

# CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>Significant Hazards.....</b>	<b>3</b>
<b>Organisational Arrangements.....</b>	<b>3</b>
<b>Planning and Implementation .....</b>	<b>3</b>
<b>Support for Staff.....</b>	<b>4</b>
<b>Measuring Performance .....</b>	<b>4</b>
<b>Audit &amp; Performance Review .....</b>	<b>4</b>
<b>References:.....</b>	<b>4</b>

## Introduction

This document sets out sensible and safe practices in relation to the consumption of alcohol for Operation Florian staff, especially those working within safety critical positions. It is intended to cover those working on projects in the field of operations and on organised official events. It may sometimes be difficult to determine what sort of event this may cover so if in doubt the default position is that this document applies. Throughout this document Operation Florian Ltd will be referred to as "The Charity"

- It establishes that alcohol or substance use, which interferes with the employee's work capability or conduct, would be considered as misuse.
- It is to facilitate the early identification of problems related to alcohol and substance misuse amongst staff and provision of appropriate support and/or treatment.
- For prescribed medication refer to the Medication notifiable to the Charity Policy and standards.

## Significant Hazards

- Availability of alcohol for purchase.
- Personnel bringing alcohol/substances to the workplace and consuming whilst working on a project, or in the field.
- Consumption of alcohol/substances whilst at work, or in the field.
- Coming to work, whilst on a project, in the field whilst under the influence of alcohol/substances.
- Charity failing to discharge its duty of care (negligent).
- Negative media coverage

## Organisational Arrangements

Whilst the consumption of Alcohol is considered an important part of the social atmosphere for staff on projects, the consumption of alcohol will only be carried out during authorised times and in accordance with a work programme as set out by the project manager and the team leader. Project managers/team leaders will monitor staff consumption and be mindful that alcohol consumption the night before working may impair the employee working the following day. In some countries, the drinking of Alcohol is strictly controlled, or controlled in a different way to that in the UK. Due diligence to local laws and customs must be adhered to at all times.

## Planning and Implementation

Alcohol consumption is not allowed by personnel who undertake safety critical tasks, while they are working on a project.

- Members involved in non-critical or safety critical tasks may be permitted to consume alcohol but this must be in moderation and at all times respect the values of the Charity.
- Note: The legal limit in the UK for driving is 80 milligrams of alcohol per 100 millilitres of blood. There is no way to judge when the limit has been reached, other than through a blood test or a breathalyser. Each individual reacts to alcohol differently. Gender, body weight and whether food has been consumed, will determine the level of absorption. On average, it takes one hour for the body to eliminate one unit of alcohol. Regular heavy drinking will lead to the individual building up a tolerance to alcohol and it will take a

higher alcohol intake before the obvious signs occur. However, the body will not find it easy to cope with this and high concentrations of alcohol means the process of elimination takes longer.

- Legal limits for countries other than the UK will differ and an consideration of this needs to be made.
- Use of a substance as prescribed under the Misuse of Drugs Act 1971, is not allowed by members who are working on a project.
- All members should be safe and fit to undertake their work at all times and not be under the effects of alcohol (or drugs).
- Failure to adhere to this procedure may result in action being taken against the individual.

## **Support for Members**

- Members whose behaviour comes to the attention of their Trustee's/Directors, Project managers or colleagues, through accidents, performance or attitude, which is or thought to be alcohol or drug related, will be offered appropriate assistance and will be expected to seek treatment, if that is the appropriate course of action. They should refer the person to the team leader, Project manager or a member of the Board as appropriate.
- The Charity will endeavour to ensure that once a problem has been identified, individuals are given all necessary help and guidance in a confidential manner. Confidentiality will be maintained at all times for those involved, this would include those employees who felt reasonable cause to inform their Manager about concerns over another employee regarding impairment caused by alcohol or substance misuse.
- Refusal to seek help or treatment, may not in itself be grounds for action. However, if assistance is refused and unacceptable behaviour or poor standard of work continues, these will be dealt with through appropriate action,

## **Measuring Performance**

Active monitoring to take place as appropriate

## **Audit & Performance Review**

This document will be reviewed on a 3-year cycle or if there is a change in legislation

## **References:**

Management of Health and Safety at work 1999

Health and Safety at Work etc Act 1974

Road Traffic Act 1991

Misuse of Drugs Act 1971