

# Workplace Alcohol Policy

To be reviewed Bi-Annually.

Policy Agreed September 2018. To be reviewed September 2020.



## **GENERAL STATEMENT**

There is a clear link between the misuse of alcohol and reduced safety, productivity and efficiency in the workplace. As a proactive employer we recognise the need to ensure that employees' use of alcohol does not affect the health and safety of the individuals, their fellow workers or others that they may come into contact with (such as children and families) as part of their employment.

This policy aims to ensure that the efficiency and effectiveness of the Everton Nursery School and Family Centre is not affected by employees' use of alcohol. The policy outlines school/centre procedures on alcohol use and provides further guidance and information on the effects and safe drinking levels of alcohol.

## **AIMS**

At Everton Nursery School and Family Centre we aim to:

- Promote sensible drinking through the issue of leaflets and resources both in the staff room and around the centre foyer.
- Provide access to specialist support and direct referral process as and when required.
- Encourage staff to raise personal issues relating to alcohol.
- Support individual staff members who present with alcohol related problems.

To successfully implement this policy we will:

- Provide information on sensible drinking.
- Regularly review this policy.
- Provide information on specialist support services and referral process
- Encourage employees to take part in brief intervention and reduce intake of alcohol.

## **GENERAL RULES**

As an employer we require that all work areas should be free from the influence of alcohol and/or the misuse. To ensure a safe and healthy work environment and to maintain a high level of efficiency and quality for or children and families the following rules are in place:

- No employee or contractor should attend or try to work when unfit due to alcohol consumption (whether an employee is fit for work is a matter for the reasonable opinion of the Leadership Team and/or Headteacher/Head of Centre).
- No employee or contractor should have in their possession alcohol in the workplace (unless given as a gift from parents/carers at Christmas/end of term etc.).
- No employee or contractor shall consume alcohol while at work.

## **ORGANISATIONAL EVENTS, CLIENT ENTERTAINING, CONFERENCES, AWAY DAYS ETC.**

Due to the nature of work at Everton Nursery School and Family Centre there may be occasions when employees attend events where alcohol is freely available. This section aims to clarify the organisational position regarding when alcohol is allowed.

- Employees can consume alcohol at organisational functions and events outside of the main working day i.e. after 6p.m. and before returning to work at 8a.m.
- Alcohol **SHOULD NOT** however be consumed if there is a requirement to return to work.
- Organisational events, should where practical, be organised for times when employees do not have to return to work having recently consumed alcohol.

It will at all times be the individuals responsibility to consume a safe and reasonable amount of alcohol so as not to portray Everton Nursery School and Family Centre in a detrimental way or to create a safety risk. As a safe and reasonable amount is difficult to define, Everton Nursery School and Family Centre relies on the individuals' personal judgement to determine their own boundaries. Contravention of these rules is a serious matter and the organisation will take disciplinary action that could result in dismissal.

### **DISCIPLINARY ACTION**

If an employee breaks Everton Nursery School and Family Centre's rules regarding alcohol in the workplace, it will be dealt with under the standard disciplinary procedure. If it is suspected that the employee has a medical problem the disciplinary procedure can be suspended pending further investigation. Suspension may depend on:

- The nature of the alleged offence
- Employee's evidence that they suffer a health related problem
- The employee's willingness to undergo supported treatments

### **EMPLOYEE SUPPORT**

If an employee informs their manager/member of the Leadership Team/Headteacher/Head of Centre that they have a problem with alcohol misuse Everton Nursery School and Family Centre will endeavour to make available relevant information, advice and specialist support. Any employee who seeks assistance will have the complete assurance of confidentiality at all times. Employees who think they may have a problem or would like to discuss any issues/concerns should do so with their immediate line manager or member of the Leadership Team which will be referred to the Headteacher/Head of Centre.

### **SUPPORT SERVICES AVAILABLE IN THE NORTH WEST**

- Addaction – 24 hour advice line – 7 days a week  
Freephone: 0800 107 0160
- Merseycare – Community addiction service 0151 473 0303 or 0151 295 3000
- Drinkline – the national drink helpline can provide local service information.  
Call: 0800 358 3456 or 0300 123 1110
- NHS Choices – has a database of support and treatment services [www.nhs.uk](http://www.nhs.uk)
- Whats Yours – [www.whatsyours-liverpool.nhs.uk](http://www.whatsyours-liverpool.nhs.uk) alcohol awareness information and resources

This policy was reviewed by the Children, Family and Curriculum Committee on Tuesday 2<sup>nd</sup> October 2018. This policy was ratified by the full Governing Body on Thursday 11<sup>th</sup> October 2018.