

# **The Pochin School - Workplace Alcohol Policy**

## **Introduction**

This policy was written during the Spring Term 2015 through a process of consultation with the teaching staff and approved by the Governing Body on 17 March 2015.

### **1. Alcohol and health and safety**

A small amount of alcohol can affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgement, loss of coordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery, or working at height.

### **2. Prohibition on alcohol**

For these reasons, staff are not allowed to bring alcohol on to school premises for the purpose of consumption during normal working hours including lunchtimes. This extends to external areas as well as internal.

### **3. Disciplinary Sanctions**

If an employee comes to work whilst under the influence of alcohol, or otherwise consumes alcohol on the premises in breach of this policy, it will result in disciplinary action being taken against the individual. We also retain the right to summarily dismiss on the grounds of gross misconduct.

### **4. Advice and Counselling**

We recognise that there may be circumstances when an employee has an alcohol-related problem that requires specialist help. Therefore it is our intention to deal with these cases sympathetically. For this reason, the policy on employee assistance is separate from the school's disciplinary procedures. Human Resources will be able to give advice and guidance on how to obtain help and assistance with any alcohol-related issue. In the event that any member of staff is diagnosed as having a problem, we will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken. If a programme of counselling is sought and the individual employee subsequently reverts back to his/her previous level of alcohol dependency, we retain the right to treat any resulting decline in performance or breach of policy as a disciplinary matter.

All requests for help will be treated in the strictest of confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 1998.

### **5. Continuation in present role**

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for alcohol dependency out of a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the school will take all reasonable steps to deal with it.