



PACTO

Pembrokeshire Association of Community Transport Organisations
Cymdeithas Mudiadau Cludiant Cymunedol Sir Benfro

Alcohol and Drug Misuse Policy

Scope

PACTO is committed to ensuring the health, safety and welfare of its employees, volunteers and service users. PACTO will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol and drugs.

This policy outlines PACTO's policy on alcohol and drugs and the potential disciplinary consequences of unacceptable behaviour.

Who does this policy apply to?

This policy applies to all employees and volunteers working for or on behalf of PACTO and its service users. Other community transport services and schemes which operate within Pembrokeshire are governed by their own policies and procedures.

Policy Objectives

- To promote the general well-being of all employees, volunteers and service users.
- To provide a healthy and safe working environment
- To reduce absence and accidents which directly or indirectly result from the misuse of alcohol and drugs
- To ensure the availability of an appropriate response, including provision of support, to enable continued employment, volunteering or service use.

Details

PACTO expressly prohibits the drinking of alcohol and the use of any illegal drugs or any prescription drugs (that have not been prescribed for the user) by employees and volunteers in the workplace, representing PACTO or its services, or participating on any PACTO business.

It is a criminal offence to be in possession of, use or distribute any illegal substance. If any such incidents take place whilst on PACTO business, they will be regarded as serious, will be investigated by PACTO and may lead to disciplinary action and reported to the Police.

PACTO will take all reasonable steps to prevent employees and volunteers carrying out PACTO related activities if they are considered to be unfit or unsafe to undertake the activity as a result of alcohol or drug consumption.

Breaches in Policy

Alcohol and drug misuse not only threatens the health and safety of the person using the substance, but also their colleagues, service users and other members of the public. In the interest of such concerns: -

No Employee or Volunteer shall, in connection with any PACTO related activity:

- Report, or endeavour to, report for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- Consume or be under the influence of drugs or alcohol whilst undertaking PACTO activities unless:
 - in the case of alcohol, with the agreement of PACTO's Manager for the purposes of official entertaining.
 - in the case of drugs prescribed for the individual or over the counter drugs, they are used in accordance with instructions from the pharmacist or manufacturer.
- Consume alcohol or drugs immediately before reporting for any duty with PACTO to the level that could impair ability to perform normal duties or cause risk to a third party.
- Misuse prescribed medicines when on PACTO business.
- Bring in or store illegal drugs in personal areas when on PACTO business
- Attempt to sell or give drugs to any other employee, volunteer or service user whilst undertaking PACTO activities.

Responsibility to inform

Employees and volunteers must inform PACTO's Manager of any prescribed or over the counter medication that may have an effect on their ability to carry out their activities safely, and must follow any instructions subsequently given.

Any employee or volunteer suffering from drug or alcohol dependency should declare such dependency in confidence, and PACTO will provide reasonable assistance and maintain confidentiality, as well as treating absences for treatment and/or rehabilitation as sick absence. However, failure to accept help or continue with treatment will render the individual liable to the normal absence management procedures and consequences.

Under health and safety legislation, all employees have a duty of care to take reasonable care of their own health and safety and that of their colleagues, service users and others affected by their actions or inactions. Any health and safety issues or concerns should be raised with PACTO's Manager. Any employee or volunteer who has concerns about possible alcohol or drug misuse by a colleague or service user must report their concerns to PACTO's Manager and should not knowingly hold back or cover up such concerns.

Action

Any breach of this policy will be dealt with in accordance with PACTO's disciplinary procedures.

Service Users

PACTO will take all reasonable steps to prevent service users from using PACTO's services if they are considered to be unfit or unsafe to use the service safely as a result of alcohol or drug consumption (including service users affected by prescribed or over the counter medication).

Service Users, or (if appropriate) their relatives or support workers have a responsibility to disclose to PACTO all relevant information regarding their health and mobility needs. This includes use or misuse of alcohol or drugs (including prescription drugs) which may have an actual or potential impact on their use of PACTO services. Any information disclosed will be treated in confidence in line with PACTO's Data Protection and Confidentiality policies, and will only be used to ensure that appropriate support and protection is put in place.

Any staff member or volunteer who has concerns about alcohol or drug misuse on the part of a service user should seek advice from their Line Manager.

Monitoring

To ensure that this policy is adhered to as fully as possible, PACTO will:

- Monitor compliance with the policy and rectify any breaches.
- Review the policy periodically to take into account changes in legislation or in PACTO's activities. The policy will be reviewed as a matter of course every two years.

Signed _____
Caroleccia

Signed _____
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Date: _____
10/2/23.

