

Smoking, Alcohol and Substance Misuse Policy

This document is relevant to:	
Trustees	✓
Staff	✓
Volunteers	✓

Purpose

Dorset Mind recognises that the misuse of substances and alcohol can have serious consequences on physical health and mental wellbeing. Dorset Mind aims to protect all staff, Trustees and volunteers from exposure to second-hand smoke and to comply with the Smoke-free (Premises and Enforcement) Regulations 2006. This policy will also cover the use of e-cigarettes.

Policy

Dorset Mind will encourage any employee, Trustee, volunteer or service user who wishes to seek help to stop smoking or misusing alcohol or substances to seek treatment and will assist with signposting to relevant services.

Definitions

Alcohol misuse is a level of drinking which affects an individual's work or behaviour in the workplace or Dorset Mind service.

Substance misuse refers to the taking of drugs or a controlled substance, either intermittently or continuously which interferes with:

- an individual's health, work capabilities or conduct, or which affects the work performance and/or safety of themselves and others
- the delivery of a Dorset Mind service.

Drugs include any substance (other than alcohol) that produces physical, mental, emotional or behavioural change in the user. This term includes prescription drugs where such prescription drugs have not been prescribed for the person possessing or using such drugs and/or prescription drugs not taken in accordance with a physician's direction.

Controlled substances include all chemical substances or drugs listed in any controlled substances acts or regulations under the law.

Smoking

Any Dorset Mind employee, Trustee, volunteer or service user has the right to a smoke-free environment if they choose, including an individual entering a service user's home or an individual being given a lift by another individual or service user.

Any individual entering a service user's home or being given a lift by another individual or service user should politely ask the service user not to smoke whilst they are visiting (if someone is smoking). If it not possible to achieve this, the activity should be terminated and a risk assessment should be carried out to determine whether future visits/transportations will happen or not.

The use of E-cigarettes is not permitted by employees, Trustees, volunteers or service users during the delivery of a Dorset Mind service, or in the Dorset Mind offices.

Alcohol Misuse

Dorset Mind recognises that the moderate use of alcohol is accepted in UK society.

Employees, Trustees and Volunteers

Dorset Mind recognises that in some situations, whilst carrying out their duties, it may be appropriate for such individuals to drink alcohol. However, individuals need to remember that if they are representing Dorset Mind they should practice moderation.

Dorset Mind will regard anyone seeking support for alcohol misuse as having a health problem and will be supportive with regard to necessary absence for advice or treatment following a recorded discussion with the Chair of Trustees and/or Chief Executive.

If an individual's misuse of alcohol affects their performance or behaviour at work (including if an employee endangers themselves or others), Dorset Mind will address this through the relevant HR policies.

Service users

Groups - Dorset Mind may ask a service user to leave a session where the service user appears to be intoxicated by alcohol. A Group Facilitator may take any actions necessary to prevent harm if a service user appears to be intoxicated by alcohol at a Dorset Mind service. If the service user wishes to attend again the Exclusion procedure in the Dorset Mind Groups and Services Operational Policy will be followed.

Community situations, eg befriending – an employee or volunteer should not provide the service they are intending to where a service user appears to be intoxicated by alcohol.

Substance Misuse

Employees, Trustees and Volunteers

If an individual's misuse of substances affects their performance or behaviour at work (including if a worker endangers themselves or others), Dorset Mind will address this through the relevant HR policies.

Any individual who supplies controlled substances to another person will be immediately subject to disciplinary action (or equivalent for Trustee or volunteer) and the police or other agencies will be informed as appropriate

Service Users

Groups - Dorset Mind may ask a service user to leave a session where the service user appears intoxicated from the misuse of substances. A Group Facilitator may take any actions necessary to prevent harm if a service user appears to be intoxicated from the misuse of substances at a Dorset Mind service. If the service user wishes to attend again the Exclusion procedure in the Dorset Mind Groups and Services Operational Policy will be followed.

Dorset Mind will not allow any service user to be in possession of or to be using controlled substances whilst attending its services. If any worker is aware that a service user is in possession of controlled substances or witnesses them taking a controlled substance or misusing a substance, the service user will be asked to leave the service and if the service user wishes to attend again the Exclusion procedure in the Dorset Mind Groups and Services Operational Policy will be followed.

Any service user who attempts to supply controlled substances whilst using a Dorset Mind service will be excluded from all of its services permanently and with immediate effect. The service leader must inform the Chair of Trustees or Chief Executive immediately. The police or other agencies will be informed as appropriate.

Community situations, eg befriending – an employee or volunteer should not provide the service they are intending to where a service user appears to be intoxicated from substance misuse.

Responsibilities

The Chair of Trustees is responsible for managing this policy and overseeing its implementation. The Chief Executive is responsible for implementing the policy within their areas of work, and for overseeing adherence by staff and volunteers. Every member of staff and every volunteer should take personal responsibility for conforming to it.

Associated Policies and Procedures

- Groups and Services Operational Policy
- Disciplinary Procedure
- Capability Procedure
- Complaints Policy
- Probationary Period Policy
- Staff Code of Conduct
- Volunteer Policy

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Smoking, Alcohol and Substance Misuse Policy	1.0	Smoking, Alcohol and Substance Misuse Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	February 2016		
Date published	February 2016	Date for next review	February 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Ian Prankerd	Trustee
Carmel Davis-McCluskie	Staff

Change History

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	New policy