



Oak View Academy

Believe, Expect, Succeed

Drug Alcohol and Substance Misuse Policy

1. Introduction

The purpose of this policy is to ensure that the use of drugs, alcohol and other substances does not impair the safe and efficient running of the organisation or put at risk the health, safety and welfare of any of its employees, service users, pupils, contractors, visitors and the general public.

2. Policy

- Oak View Academy is committed to promoting the good health and wellbeing of its employees and in so doing in relation to drugs, alcohol and other substances in protecting all those with whom our staff are likely to come into contact.
- With regard to drug and substance misuse, no trustee, employee, governor, service user, contractor, visitor or member of the general public shall consume, smoke, inject or inhale any illicit/ controlled substance (including solvents) during work time/school time or whilst working in or visiting Oak View Academy.
- All employees who drive vehicles on behalf of the Academy must not consume alcohol during work hours.
- Employees must inform their manager if their judgement is impaired due to possible alcohol, drug or substance misuse. Managers have the power to suspend employees from duty, should they suspect they are unfit to carry out their duties safely. Reporting for, or being at work while adversely affected by drink or non-prescribed drugs may be considered gross misconduct under the Academy's disciplinary procedure.
- The Academy will encourage any employee with drink or drug problems to come forward and seek help. Early identification of such issues is essential to avoid later problems and employees seeking help in this respect will be treated with dignity and sensitivity and should be referred to the Occupational Health Unit for support.
- The Academy will take measures in line with current acceptable practices and standards to randomly test employees for drug or alcohol abuse while on duty, as a means of monitoring compliance with this policy.

3.0 Aims/Principles

- To balance respect for individual's privacy with the need to provide a safe working environment which is free from drug, alcohol and substance misuse
- To support individuals who have alcohol or other drug problems and who actively seek help.
- To provide training and information to prevent alcohol and substance misuse.
- To enable Oak View Academy to comply with their duties under the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971 and other related legislation.
- Possession of illegal drugs and /or dealing in illegal drugs as defined under the Misuse of Drugs Act 1971 whilst at work will be reported immediately to the police

4. Scope Application

This policy applies to everyone who uses Oak View Academy premises, including employees, trustees, governors, visitors, service users and contractors. It also applies to all premises on occasions when the employee is away from his/her normal base on Academy business.

This policy applies to alcoholic drink, controlled substances, misuse of prescribed drugs, or misuse of purchased medication e.g. from a pharmacy.

5. Definitions

Controlled substances – any substance listed under the Misuse of Drugs Act 1971, which also includes solvents.

6. References

The Health and Safety at Work etc Act 1974

The Misuse of Drugs Act 1971

Written: October 2017

Latest review: October 2019

To be reviewed October 2021