



Lewes District Council



Learning at Work

DRUG AND ALCOHOL POLICIES AND PROCEDURES

Please can you complete this questionnaire and return it by 23rd December 2016. A pilot study showed that it takes on average 10 to 15 minutes, depending on how many comments you have to make. The study will benefit me personally in my Work Based Learning project as part of my MSc, and will also inform the review of the Council's Policy. Please note that your organisational identity will not be passed on except in confidence to the University if required for verification purposes.

Organisation Name: will be kept confidential			
Question	Yes?	No?	Comments, don't know or not applicable
1 Do you have a policy and/or procedure?	Yes		If 'no' please just tick the box and return the questionnaire not completed. Thank you.
When was your policy originally written?			Year: Interim Procedure written in Feb 2014
2 Are you able to send a copy/copies back by email with the completed questionnaire?	Yes		
3 What was the catalyst for the original Policy and Procedures?			
Please tick as many as are valid, thank you.	Management concern about certain individuals?		
	Staff concern about certain colleagues?		
	An incident or accident caused by the influence of alcohol, drugs or other substances?		
	A new role which required – or was felt to require – clear rules?		
	Other – please specify	*	
4 How was your Policy originally written?			
Please tick as many as are valid, thank you. Comments would be helpful	I/We wrote it from scratch – bearing in mind what we wanted to cover and the legal requirements.		
	I/We took it from elsewhere/similar organisation(s) doing a 'find and replace' to		

	ensure it had our organisation's name on it.			
	I/We used a template model policy from our legal advisors/a professional organisation/the HSE or similar website/a H&S advisor or consultant.			
	I/We negotiated it with our workforce/trade union H&S representatives.			
5 Does your Policy include the following?				
				It is assumed that introduction, definitions, legal requirements, policy aims, and 'who has responsibility for what' are covered.
Please tick as many as are valid, thank you. Comments would be helpful	Scope – who, and which substances the Policy covers	Yes		
	Signs and symptoms of drug and alcohol influence, and abuse	Yes		
	Sources of help with substance abuse or addiction – internally and externally	Yes		
	Do you mention 'zero' tolerance – if so, how do you define and specify the meaning?	No		
	Do you differentiate between legal limits, and your own organisation's limits?	No		
	How do you deal with substances where there are no specified legal limits?			Unsure
	Do you have the same 'rules' for everyone?	Yes		
6 When was your Policy last reviewed?			Year: 2013	
	Were many changes made as a result of the review?			If yes, please summarise: Unsure
7 Do your procedures specify when use of these substances are permitted in relation to work?				

Please answer each of these questions if they are relevant. Thank you.	Are all workers covered regardless of their role?	Yes		
	Do you use risk assessments to determine acceptable levels?		No	
	If someone has a problem, how do you deal with it?			Initial meeting with line management and options for referral for help through Westfield/OH
	If someone is under the influence at work but doesn't have an addiction or medical problem, how do you deal with it?			Screening will be an option but only with probable cause. No random sampling
	Do you divide between welfare, deterrent, dealing with issues (capability and disciplinary procedures)?			Separate policies in place to deal with capability issues and disciplinary issues.
	What aspects, if any, are considered 'unfair' about your policy scope and procedures?			
8 Do you test workers for alcohol or drugs? If yes, is this testing:				If no, why not?
Please tick as many as are valid, thank you	Pre-employment?			Comments: Only testing completed through probable cause
	Post incident/for cause?			
	Employee compliance?			
	Random?			
If yes, are the samples:				
Please tick as many as are valid, thank you	breathalyser			Comments: Point of Contact Test (POCT)
	saliva			
	urine	Yes		
	hair			
	blood			
	other			
If yes, what evidence do you have that this leads to the outcomes you have set as the reason for the testing?				
What do you do if someone refuses to take the test?				Refusal to undertake the screening process will be dealt with under the council's disciplinary procedures.
If a test comes back non-negative, do you always				
Please tick as many as are valid, thank you	Suspend on full pay? For how long?			Unsure
	Retest – if so, how?			Unsure

	How do you deal with the possibility of false positives?			Unsure
	Is the testing done externally?			Yes
	Is the testing done internally, by:			No
Please tick as many as are valid, thank you.	Managers or team leaders			
	HR			
	Health and Safety person			
How frequently is the testing done?				
9 Did you implement the Policy and Procedures originally by:				Unsure
Please tick as many as are valid, thank you.	Imposing it regardless, by management decision?			
	Putting it into new contracts?			If yes, how did you cope with having some people covered by the policy and others not?
	Negotiating with trade unions or worker reps?			
	Adding it to the staff guide without negotiation?			
	Tell staff about it and where they could access it?			
	Advertise it on your intranet?			
	Advertise it in an internal newsletter			
	Through management briefing and/or team meetings?			
	Through training sessions?			If yes, who ran these?
	Through drop-in sessions?			If yes, who ran these?
Measurement – how do you measure whether the Policy is achieving its aims?				
Do you offer information and education for workers in relation to drugs, alcohol and other substances?				If yes, what kind of information?
Please add any further comments or advice you have based on your experiences with drug and alcohol policies	Comments:			

Thank you very much for your time and comments. Please email this back to jill.yeates@lewes.gov.uk with your policy if you have one and are able to. Please provide your email address if you would like an (anonymous) summary of all the answers I receive:

Email address:
I would like a copy of the survey results: yes/no
I would like a copy of the final Policy and Procedures: yes/no