



East Cheshire
NHS Trust

Alcohol & Substance Misuse Policy

Policy Title:	Alcohol and Substance Misuse Policy		
Executive Summary:	This policy sets out East Cheshire NHS trust's approach to the management of alcohol and substance misuse within the workplace.		
Supersedes:	All previous Alcohol and Substance Misuse Policies		
Description of Amendment(s):	Revised Policy – see policy/practice briefing Key changes: <ul style="list-style-type: none"> • Policy title • Biomarker and ethanol testing • Equality Act 2010 • Procedure and Investigation • Rehabilitation/recovery programmes • Monitoring and compliance 		
This policy will impact on: Line managers involved in the process, Human Resources and all employees covered by the policy.			
Financial Implications: Direct cost savings when litigation avoided. Indirect cost savings through improved attendance and productivity.			
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1. Introduction

East Cheshire NHS Trust is committed to provide a safe and healthy working environment for all its employees and the highest possible standards of care to its patients. East Cheshire NHS Trust recognises that these standards can be put at risk by employees who misuse alcohol and other substances to such an extent that it may:

- Impact upon employees' work performance by impairing their physical and psychological health
- Adversely affect the quality of the services provided by the trust
- Undermine the confidence of colleagues, patients and the public

East Cheshire NHS Trust has a legal duty (Health and Safety at Work Act 1974, Misuse of Drugs Act 1971, and Management of Health and Safety at Work Regulations 1999) to reduce and where possible eliminate the risk of injuries or incidents occurring due to individuals suffering the effects of alcohol or substance misuse.

The working environment should be free from the influence of illegal drugs or alcohol to ensure health and safety, maintain the efficient and effective operation of our business, and to ensure patients receive from us the service quality they require.

Alcohol and substance misuse can have a detrimental effect on performance at work, reducing the service provided and the individual's capacity to work safely. It can affect a significant proportion of the population regardless of status or occupation and impinges on the field of employment. Alcohol and substance misuse related issues amongst staff represent a cost to the organisation by having an effect on health, relationships, standard of work, attendance, health & safety and the Trust's reputation.

Both the trusts Workforce and Organisational Development Strategy and the Engagement, Wellbeing and Inclusion Plan endorse the trusts commitment to ensure that employee health and wellbeing are embedded into everything that we do as a trust. The trust will provide support to any member of staff with substance or alcohol issues, but will also educate and encourage staff to take responsibility for their own health and wellbeing and to improve their own personal resilience.

The principles of this policy apply to all employees working on East Cheshire NHS Trust sites, regardless of employment status e.g. full or part time, bank workers, students, trainees, volunteers, agency, contractors or clinical staff employed by other organisations.

East Cheshire NHS Trust recognises its responsibility to ensure that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, protected by the Equality Act 2010, particularly on the grounds of the following characteristics age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or sexual belief and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

Definitions

- Substances are defined as illegal drugs, solvents, new psychoactive substances (which were formerly known as "legal highs") or other substances and the

inappropriate taking of prescribed drugs (i.e. those prescribed for some other person, or purposefully exceeding the prescribed dosage).

- Within this policy the misuse of alcohol/substances is defined as any drinking/use of substances, either intermittent or continual which interferes with a person's health and/or work performance so that safety, efficiency, productivity or work attendance is affected.
- The abuse of alcohol/substances is where an individual has a need or compulsion to drink/use substances and finds it extremely hard to give up or go without alcohol/substances. Such dependency on alcohol/substances is an illness, and should be recognised as such. The need to ensure acceptable levels of performance and behavior, however, remains.

2. Purpose

The purpose of this policy is:

- To set out the trust's position on the use / misuse of alcohol and other substances
- To provide guidance to managers and employees in the event a member of staff presents on duty either under the influence, or suspected to be under the influence of alcohol and/or drugs.
- To encourage employees with alcohol or substance misuse related problems to seek help at an early stage if they have alcohol or substance related problems.
- To raise awareness of trust employees to the risks associated with alcohol and substance misuse and to promote a positive attitude towards the responsible use of alcohol and licit/illicit substances
- To provide guidance on tackling the issues of alcohol and substance misuse fairly, sensitively and consistently whilst ensuring that safety is not compromised.
- To provide a consistent and non-judgmental range of options to assist employees with alcohol or substance related problems.

3.0 Responsibilities

Trust Responsibilities

- The responsibility for the provision of the Substance Misuse Policy rests initially with the trust. The trust prohibits the possession, transfer, sale or use of unauthorised drugs, alcohol or illegal substances on all trust premises. Any employee found to be in possession of an illegal substance will be suspended from duty and a full investigation will be undertaken in accordance with the trust's Disciplinary Policy.
- Under the Misuse of Drugs Act 1971, the trust has a legal obligation to deal with such issues and all drug related issues will be reported to the police and could lead to criminal proceedings.

- The trust will also publicise the policy and support the promotion and awareness of the implications of alcohol and substance misuse.

Chief Executive Responsibilities

- The Chief Executive has the ultimate responsibility for the implementation and monitoring of the policies in use in the trust.

Director of Human Resources and Organisational Development

Responsibilities

- The Director of Human Resources and Organisational Development is responsible for the final ratification prior to the policy actually being implemented. The ratification will take place following a consultation and approval process.

Deputy Director of Human Resources Responsibilities

- The Deputy Director of Human Resources is responsible for the approval and monitoring of this policy.

Line Manager Responsibilities

- Ensure they, and the members of their team, are aware of the content of this policy and understand the rules and consequences regarding the use of alcohol, drugs and other intoxicating substances in relation to work.
- Be aware of the changes in an employee's work performance, attendance and behaviour which may be associated with alcohol, drug or substance misuse related problems.
- Promptly address poor work performance or poor attendance which may be due to drug or alcohol misuse, sensitively and supportively, encouraging staff to seek skilled help and advice.
- Escalate issues in accordance with the trust's Disciplinary Policy if the situation indicates this to be the most appropriate action.
- Make a referral to Occupational Health should behavior relating to alcohol and substance misuse become cause for concern. Ensure you discuss the reason for referral with the employee beforehand.
- Work closely with HR and Occupational Health to help facilitate recovery and resolve any issues including reasonable adjustments if physical or mental impairment arising from substance misuse (for example, depression) may be capable of amounting to a disability under the Equality Act 2010.
- Support employees undergoing treatment for their abuse of alcohol/substances by ensuring ongoing wellbeing conversations are scheduled
- Manage any absence in resulting from alcohol and/or substance misuse in accordance with trusts Attendance Management Policy

Employee Responsibilities

- Ensure they are aware of this policy and to abide by the policy directives.
- Trust employees will not report for duty immediately after consuming or whilst under the influence of alcohol, drugs and/or other substances as this could endanger

themselves, their colleagues, service users or members of the public.

- Ensure no alcohol, illicit drugs/substances are consumed on the trust's premises or whilst undertaking trust business. The only exception is for authorised social events outside of normal business.
- Be responsible legally and morally for their actions.
- Ensure that if they have any concerns regarding another individual e.g. employee or contractor of being under the influence of alcohol, drugs or other substances that it is reported immediately.
- Be responsible for their own health and ensure that they are fit and able to carry out their contractual responsibilities safely at all times whilst at work/on call. If staff are concerned about their health, or know they have an alcohol or other substance abuse problems, they must seek advice and help as soon as possible.
- Sensitively report concerns about the conduct, performance or health of their colleagues to their or the employee's line manager if they suspect a colleague may need help, whilst encouraging that person to seek help and advice themselves. Any such approaches will be dealt with confidentially.
- Seek advice from their G.P. or pharmacist, discuss with Occupational Health and inform their line manager, of any possible side effects, if taking prescribed or 'over the counter' medicines which may cause impairment to performance whilst carrying out their duties.
- Attend appointments/treatment where required, e.g. occupational health or rehabilitation. Failure to accept this support and a continuation of drug/alcohol abuse may conclude with the trust taking action under other policies such as disciplinary, capability or attendance management.

Human Resources Responsibilities

- Provide training, advice and guidance on this policy to ensure a fair and consistent approach is applied by managers
- Widely publicise information and training opportunities associated with this policy
- Support staff to be fit and able to carry out their contractual responsibilities

Staff Side Responsibilities

- Provide advice and support to staff on the Alcohol and Substance Misuse Policy related concerns/queries.
- Inform members of the principles and procedures of the policy and encourage employees who may have an alcohol/substance misuse problem to seek help voluntarily.
- Represent members, where appropriate and if requested by them to do so, at any stage of the procedure.
- Provide support and follow up in appropriate cases to assist in the rehabilitation of any of their members affected by this Policy.

Occupational Health Responsibilities

- Accept management referrals for employees who are suspected of alcohol/substance misuse
- Provide confidential and impartial medical advice and support to employees and refer individual staff to specialist agencies where appropriate
- Promote awareness of alcohol and other substance abuse problems to encourage early identification
- Provide assistance and general information to help monitor the effectiveness of this policy
- Providing guidance and advice to managers

When a referral is made to Occupational Health, the clinical team will ensure that:

- The manager making the referral has confirmed whether the individual has agreed to undergo treatment under the terms of this policy.
- Employees who have severe problems, or are in jobs where alcohol or substance misuses could create a safety risk, take a period of sick leave during which time they will receive appropriate treatment. In such cases, normal procedures relating to sick leave would apply.
- Managers are advised to monitor the performance of the employee and agree appropriate timescales for improvement with review dates.
- Clinical details and advice to staff are kept in the strictest confidence unless a clinical risk is identified,
- Details are only divulged with written agreement from the member of staff, except in cases where there may be a serious risk to that person, patients, other staff or the public.
- Where appropriate and to support the rehabilitation of employees, Occupational Health will use bio-marker and ethanol testing to track the progress of individuals.
- They develop and remain involved in a recovery/rehabilitation programme, providing liaison between member of staff, manager and specialist agencies

4.0 General Principles

The following general principals apply to this policy:

4.1 Confidentiality

All employees have a duty to ensure that confidentiality is maintained throughout the application of this policy. All documents will be stored and processed in accordance with the provisions of the Data Protection Act 1998, the Trust's Information Governance policies and procedures. Occupational Health also understands their obligations under the access to Medical Reports Act 1988.

In any case where there is a suspected breach of confidentiality, the matter will be investigated in accordance with the Trust's Disciplinary Policy.

An employee identified as having problems relating to the misuse of alcohol or other substances will be treated sympathetically, reasonably and positively including the offer of appropriate advice and other necessary assistance in overcoming the problem. All issues concerning alcohol and substance misuse will be dealt with in confidence.

4.2 Drugs and the Law

It is an offence under the Misuse of Drugs Act 1971 for any employee to knowingly possess, supply or produce controlled drugs or allow the smoking of cannabis or opium on East Cheshire NHS Trust premises except in specified circumstances (e.g. when they have been prescribed by a doctor or registered healthcare professional).

East Cheshire NHS Trust maybe liable under the Health and Safety at Work Act 1974, if nothing is done about an employee with a alcohol or substance misuse problem.

The Trust has a statutory duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all its employees and any people on its premises. The Trust is concerned that the good health of all staff, working efficiency, and safety are maintained and that the Trust's public image is not damaged by incidents related to alcohol and substance misuse.

Staff found in possession of, or dealing in illegal drugs at work, will be reported immediately to the Police.

The **Road Traffic Act 1988** states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drugs shall be guilty of an offence.

Employees who are required to drive as part of their terms and conditions of employment must report any offences to their Line Manager as soon as they are known. A decision will then be taken in conjunction with HR as to the level of action to be taken which may include invoking the Trust's Disciplinary Policy.

The **Equality Act 2010** (Disability) Regulations 2010 (SI 2010/2128) specifically provide that addiction to alcohol, nicotine or any other substance is not defined as a disability under the Quality Act. 2010. The only exceptions to this are:

- a) the addiction was the result of medically prescribed drugs or other medical treatment
- b) the employee suffered an impairment brought on by any such addiction, for example, liver damage

Therefore, where an employee is or appears to be suffering from alcohol addiction, the employer should make further medical enquiries in order to ascertain whether there is an underlying medical condition, either caused by or the trigger of the alcohol addiction, which is a disability.

Reasonable adjustments may be considered if physical or mental impairment arising from substance misuse (for example, depression or a serious liver condition) is classed as a disability under the Equality Act 2010.

4.3 Education and Training

East Cheshire NHS Trust will use all appropriate opportunities to promote good health, and increase the awareness amongst its employees of alcohol, and substance misuse.

East Cheshire NHS Trust aims to ensure all managers are appropriately trained in managing staff with an alcohol or substance misuse problem.

Further advice and support for line managers and employees is available through Occupational Health.

4.4 Rehabilitation/Recovery Programmes

Suitable and appropriate rehabilitation programmes, can be arranged in conjunction with Occupational Health. The main aim of treatment and rehabilitation will be to ensure that the employee receives appropriate support and recovers and returns to effective working.

If a recovery programme is proposed by Occupational Health it must be agreed with the member of staff, and have their informed consent. Occupational Health may refer the employee to an external agency for appropriate and confidential treatment. Time off for treatment should be given on agreed programmes. Managers reserve the right to request evidence of treatments e.g. appointment cards.

Monitoring of the recovery programme will be carried out by Occupational Health acting as liaison for the trust. Occupational Health as a minimum will keep the line manager informed of fitness for duty. If Occupational Health is not an appropriate route then liaison can be directly with the line manager.

If an employee refuses to cooperate or agree with a rehabilitation programme and their work performance is likely to suffer, then consideration must be given to use of disciplinary proceedings. In these instances refer to Human Resources.

If a recovery programme is agreed but the employee fails to adequately comply or there are repeated relapses, then disciplinary action may be considered.

Every effort will be made to enable the employee undertaking a recovery programme to remain in/return to the same job. On the advice of Occupational Health and Human Resources, and where the circumstances permit, the following arrangements may be implemented on a temporary basis with the employee's agreement:

- Reduction in hours
- Modification of duties
- Transfer into another post/department

Failing this, staff deemed unfit to undertake their normal duties, will be entitled to sick leave in line with the Attendance Management Policy

5.0 Procedure and Investigation

Alcohol and substance misuse can affect the performance of staff in several ways and it may not be appropriate to deal with every situation in the same way. There may be an immediate situation requiring resolution or an on-going performance issue to be managed. For example:

- An incident may occur as a result of a member of staff being under the influence of alcohol, or other substances
- a pattern of regular absences may emerge or a complaint may be received about a member of staff which indicates there may be an alcohol or substance misuse problem

Please refer to **Appendix 1** for guidance on recognising symptoms.

Triggers for action

5.1 An employee is suspected to be under the influence of alcohol or substances whilst in the workplace.

Employee Action

- Notify a manager **immediately** to outline your concerns.
- Consider using the trust's Whistleblowing Policy to bring this to the attention of management in some cases i.e. serious misconduct or support the individual concerned.

Manager Action

- Speak with the employee **immediately**
- If appropriate, make arrangements for the employee to leave trust premises safely
- Contact HR to seek advice and support. They can provide further advice and support on how to proceed in accordance with the trusts Disciplinary, Capability and Attendance Management policies.

For example, if the employee divulged a long term substance misuse problem, it would be dealt with as a capability issue under the Capability Policy however, if no long term issue was identified, the incident would be dealt with as an act of misconduct under the Disciplinary Policy.

- Arrange to meet with the employee the next day to discuss the issue
- Advise the employee what support is available (**Appendix 3**)
- Make an urgent manager referral to Occupational Health. Ensure you discuss the reason for referral with the employee beforehand.
- Agree and implement changes as guided by HR and Occupational Health
- Manage any further absence resulting from alcohol or substance misuse in accordance with trusts Attendance Management Policy
- Record absence directly resulting from alcohol or substance misuse on the Electronic

Staff Records (ESR) system under **Level Reason 1 – S32/ Substance Abuse**

- Where appropriate, arrange to meet with the employee on a regular basis to review their performance and discuss support
- If there is no improvement within the timescales given, contact HR who will provide further advice and support on how to proceed in accordance with the Trust's Disciplinary, Capability and Attendance Management policies

5.2 An employee is suspected to be under the influence of alcohol or substances in the workplace and has behaved in a way which is deemed as gross misconduct.

If a member of staff were to behave in a way which could be regarded as gross misconduct, disciplinary action will be taken which could result in dismissal

Examples of gross misconduct could include;

The employee:

- carries out an assault
- behaves indecently
- causes malicious damage to property
- threatens in any way the health or safety of a patient, a member of the public or another member of staff

Employee Action

- Notify a manager **immediately**
- Consider using the trust's Whistleblowing Policy to bring this to the attention of management in some cases i.e. serious misconduct or support the individual concerned.

Manager Action

- Take immediate action as detailed in **Manager Action, Point 1** (above)
- Suspension or an alternative to suspension should be considered in accordance with the trusts Disciplinary Policy. Contact HR to seek advice and support

5.3 There are regular/ongoing work performance issues which you suspect may be related to alcohol or substance misuse.

Employee Action

- Speak with your line manager to express your concern.
- Consider using the trust's Whistleblowing Policy to bring this to the attention of management

Manager Action

- Contact HR to seek advice and support. They can provide further advice and support on how to proceed in accordance with the trusts Capability Policy
- Meet with the employee as soon as possible to discuss and address your concerns
- If the employee discloses issues with alcohol or substance misuse, advise what support OH can offer and ask for their consent to be referred to the OH team. If the employee gives consent, make a manager referral immediately. The consent of the employee should normally be obtained but if there is a serious concern and they refuse to give their consent, the management referral should proceed
- Advise, where appropriate, what other support is available (**Appendix 3**)
- Agree and implement changes as guided by HR and Occupational Health
- Make clear what improvements are required, provide a clear timescale for those improvements and advise the employee how the situation will be monitored in line with the Capability Policy
- Arrange to meet with the employee on a regular basis to review their performance and discuss support
- If there is no improvement within the timescales given, contact HR who will provide further advice and support on how to proceed in accordance with the trust's Capability Policy

5.4 An employee or work colleague discloses an alcohol or substance misuse problem

Employee Action

- Signpost you colleague to the support services available (**Appendix 3**)
- If you have any concerns about their work behavior/performance speak with your line manager as soon as possible.
- Consider using the trust's Whistleblowing Policy to bring this to the attention of management in some cases i.e. serious misconduct or to support the individual concerned.

Manager Action

- Meet with the employee as soon as possible to discuss you concerns
- Advise the employee what support is available (**Appendix 3**)
- Advise what support OH can offer and ask for their consent to be referred to the OH team. If the employee gives consent, make a manager referral immediately. The consent of the employee should normally be obtained but if there is a serious concern and they refuse to give their consent, the management referral should proceed
- Where appropriate, contact HR to seek advice and support.
- Agree and implement any temporary changes as guided by HR and Occupational Health
- Arrange to meet with the employee on a regular basis to review performance and discuss support
- If there any work performance concerns you feel are related to the employees disclosure, follow the procedure set out in **Manager Action, Point 3** (above)

5.5 An employee has been referred to Occupational Health relating to alcohol or substance misuse and Occupational Health have advised that a return to the same job will not possible

Manager Action

- Contact HR for support and guidance. Every effort will be made to find alternative employment in line with the Trusts Redeployment Policy. Pay protection will not apply in these cases

5.6 Managing and recording absence related to alcohol or substance misuse

Manager Action

- Manage absence resulting from alcohol or substance misuse in accordance with trusts Attendance Management Policy. Contact HR to seek advice and support
- Record absence which is a direct result of alcohol or substance misuse on the Electronic Staff Records system (ESR) under **Level Reason 1 – S32/ Substance Abuse**

5.7 An employee has lost their driving licence as a result of alcohol or substance misuse

Employee Action

- Surrender your trust car parking permit if you have one. At this point the car parking permit and charges will be suspended.
- Staff in possession of an e-permit will need to email the Car Parking Team asking for the permit to be cancelled. Email: ecn-tr.carparking@nhs.net . On receipt of the email all charges will cease.
- When an employee has their driving license reinstated it is their responsibility to reapply for a car parking permit by emailing the Car Parking Team

Manager Action

- Consider whether the loss of a driving license will have a negative impact on the employee's ability to fulfill their job role. If a negative impact is identified, refer to HR who can provide guidance in line with the trusts Disciplinary Policy

5.8 An employee is dealing in or is in possession of illegal substances whilst in the workplace

Employee Action

- Notify a manager **immediately** outlining your concerns.
- Consider using the trust's Whistleblowing Policy to bring this to the attention of management i.e. serious misconduct or to support the individual concerned

Manager Action

- Where there is evidence firm evidence, report the incident to the police immediately
- Contact HR who can provide guidance in line with the trusts Disciplinary Policy

6.0 Monitoring Compliance with the Document

The implementation of this policy will be audited on an annual basis by HR Workforce Leads and findings will be reported to the Trust Board by the Director of HR & OD.

Action plans developed from this audit will be agreed by the Workforce Organisational Development Strategy Board (WODSB)

Compliance with the policy will be monitored in respect of:

- Number of management and self referrals to Occupational Health (anonymous data), ESR sickness data and ER tracker enquiry/case data.
- Review of ER cases to indicate whether the procedure in Section 5 is being followed.

7.0 References

- Misuse of Drugs Act 1971
www.legislation.gov.uk/ukpga/1971/38/contents
- Health and Safety at Work Act 1974
www.legislation.gov.uk/ukpga/1974/37
- Data Protection Act 1998
www.legislation.gov.uk/ukpga/1998/29/contents
- ACAS Health, Work and Wellbeing Booklet 2007
www.acas.org.uk/index.aspx?articleid=1361
- NHS Employers – Guidance on Alcohol and Drugs
www.nhsemployers.org/~media/Employers/Publications/Alcohol%20and%20drugs.pdf

Further information which may be useful in connection with this policy:

- Disciplinary Policy
- Capability Policy
- Attendance Management Policy
- Occupational Health & Safety Services Procedures
- Raising Concerns at Work Policy
- Health and Safety at Work Policy
- Information Governance Policies and Procedures.

Indicators of substance or alcohol misuse

A manager should attempt to establish whether or not a problem with, performance or attendance is due to substance misuse. When people are developing problems their behaviour in the workplace often changes. This change may not be sudden but can be observed over a period of time. Guidance on sensible drinking can be seen in appendix 2.

The following characteristics and changes in behaviour, when occurring in combination or as a pattern over time may indicate problems of substance misuse. However, it is important to take advice from Occupational Health before making any judgement if an employee is showing any of the following signs:

- Persistent records of absenteeism and/or poor timekeeping. For example, the individual fails to arrive for work, or he/she is repeatedly absent during work hours.
- Accidents in the workplace, at home or on the road.
- Deteriorating work performance.
- Persistent smell of alcohol (fresh or stale).
- Mood change.
- Unexplained aggression.
- Anxiety or depression.
- Poor memory.
- Poor co-ordination.
- Frequent borrowing of money.
- Sleepiness/drowsiness at work.
- Leaving work early
- Poor time keeping
- Visiting toilets excessively
- Complaints from colleagues

It must be stated that these factors are for general guidance and many other illnesses may give rise to these symptoms.

Appendix 2

Guidance on drinking out of work hours

Drinking too much or drinking at the wrong time can be harmful.

The department of health advises that men should not drink more than 3-4 units of alcohol per day, and women should drink no more than 2-3 units per day. These benchmarks apply whether you drink every day, once or twice a week or only occasionally.

What is a unit of alcohol?

A unit of alcohol is 10ml of pure alcohol. Counting units of alcohol can help us to keep track of the amount we are drinking but it is not accurate. The list below shows the approximate number of units in some common drinks:-

- A pint of ordinary strength lager (Carling Black Label, Fosters) = 2 units
- A pint of strong lager (Stella Artois, Kronenbourg 1664) = 3 units
- A pint of bitter (John Smith's, Boddingtons) = 2 units
- A pint of ordinary strength cider (Dry Blackthorn, Strongbow) = 2 units
- A 175ml glass of red or white wine = around 2 units
- A pub measure of spirits = 1 unit
- An alcopop (e.g. Smirnoff Ice, Bacardi Breezer, WKD, Reef) = around 1.5 units.

Lager, cider and stronger strength alcopops sold in bottles are usually a higher unit. The labels of some bottled drinks will tell you how many units of alcohol are in the bottle.

If you get drunk:

- Avoid alcohol for 48 hours after an episode of drunkenness to give your body time to recover.

Different Situations

There are some occasions where it is advisable to drink less than the daily benchmarks or to not drink at all.

The Department of Health's advice is not to drink alcohol when you are pregnant or trying to conceive. If you do decide to drink however, make sure it is no more than one or two units, just once or twice a week, avoiding episodes of intoxication.

We advise people not to drink:

- Before or when driving
- Before or when operating machinery and equipment
- Before or when using electrical equipment
- Before or when using ladders or working at heights
- When it might affect the quality of your work
- Before swimming or taking part in active sport
- Before or when taking certain medicines
- If a doctor or other health professional advises you to cut down or to stop drinking

Finding it hard to stop

If you feel your drinking or the drinking of someone you know is getting out of control, or you are concerned, you should seek help in the first instance from your GP.

As well as visiting your GP you might like to try:

- Calling drink line (this number can be found on the following page)
- Taking the “Down your Drink” online programme, which tells drinkers what they need to know to drink sensibly. The programme takes less than an hour a week over 6 weeks. It is free, confidential and part of the NHS.
www.downyourdrink.org.uk

Sensible drinking

NHS Direct Online provides advice on sensible drinking and information of other healthy lifestyle choices. <https://www.nhs.uk/conditions/alcohol-misuse/>

Alcohol and Health

Alcohol Concern, the main national agency on alcohol misuse, provides a range of factsheets and other materials which give information about alcohol and its effects on the body. The site also includes a search facility which visitors who are concerned about their own or someone else’s drinking can use to find an alcohol agency in their local area.

Appendix 3

Where help is available?

Your Line Manager	They can... <ul style="list-style-type: none"> • Listen • Risk-Assess • Explore what could help within the work environment • Review the information on Wellbeing Direct • Suggest self-referral to Cheshire Occupational Health Service or offer to make a Management Referral
Occupational Health Telephone: 01625 661 896	Provide advice and guidance to support staffs health and wellbeing in the workplace
HR Services Telephone: 01625 656500	Provides advice for initial HR queries by telephone or email. The team also provide guidance on how to navigate around Employee Relations Direct to assist you in locating the policy and/or documents you require
Wellbeing Direct	Visit Wellbeing Direct for information on discounts, schemes, tools, resources, services, events and activities designed to support staffs health and wellbeing www.hrdirect-east.cheshirehr.nhs.uk

External Support Services

East Cheshire Alcohol Service

Self-referral for those seeking support. Services include 1-1 and group support, and health education. ☎01625 443203

East Cheshire Drug Service

Comprehensive service providing advice, information, support, harms reduction and treatment to drug users. ☎01625 422100

National ADFAM

Confidential support and information for families and friends of drug and alcohol users. ☎020 7553 7640

🌐 www.adfam.org.uk ✉ admin@adfam.org.uk

Alcohol Concern

National agency on alcohol misuse. ☎ 0800 9178282

🌐 www.alcoholconcern.org.uk

Alcoholics Anonymous (AA)

3500 groups countrywide designed to support those with a serious alcohol problem. Information 01904 644 026 Helpline 0845 769 7555

🌐 www.alcoholics-anonymous.org.uk

Drinkline

Information and support on alcohol ☎0800 917 8282

🌐 www.drinkaware.co.uk

Lifeline

Information, advice and support to drug users, friends, relatives and families.

www.lifeline.org.uk acs@lifeline.org.uk

Talk to FRANK

Information on drugs, their effects and national drugs helpline.

☎ 0800 776 6000 <http://talktofrank.com> frank@talktofrank.com

Release

Confidential helpline offering advice on drug use and legal issues

Helpline ☎ 0845 4500 215 Administration 020 7729 5255

www.release.org.uk ask@release.org.uk

Turning Point

Largest national charity helping people with drink, drug, mental health & learning disabilities.

☎ 020 7481 7600

www.turning-point.co.uk info@turning-point.co.uk

Narcotics Anonymous

The largest self-help group for people who want to stop using drugs.

☎ 0845 373 3366 www.ukna.org