



# Kelvin Players' Substance Misuse Policy

Date of document: The date upon which this document was prepared	18 July 2018
Policy Manager: The person responsible for writing or co-ordinating the writing of policy	J Wilkinson
Due for review on: The date by which this policy ought to be reviewed to ensure the available policy is up to date, usually annually. There is no issue with the policy being updated prior to this date should circumstances require a change in policy. However, the policy remains in force until updated.	18 July 2019
Policy Enforcement Officer: The Person within Kelvin Players responsible for enforcing of taking appropriate action in the event of policy breach	Current Chairman

## Policy Statement

The Health and Safety at Work Act 1974 places a duty on an employer to ensure your health, safety and welfare at work. Whilst Kelvin Players is not an employer, we take our responsibilities seriously. Kelvin Players recognises the importance of this duty and is committed to ensuring that you carry out your duties or responsibilities in an efficient and effective manner without risk to yourself, Kelvin Members or members of the public.

With regard to substance misuse we acknowledge that substance misuse:

- is a health problem and is likely to require specialist help;
- can impact adversely on an individual's health and performance;
- does not only affect the individual involved. Family, friends, colleagues and the public at large may suffer as a consequence of an individual's substance misuse.

Accordingly, Kelvin Players will provide reasonable support to any Member during the course of any treatment of alcohol, drug or other substance misuse and any subsequent rehabilitation period. The policy also provides guidance in situations where treatment is refused or is unsuccessful.

## Scope

This policy applies to all Members of Kelvin Players whilst involved in Kelvin Players' activities, but does not apply to Associate Members or Friends of Kelvin. A Member is someone who has paid a membership subscription for the current membership year or is otherwise an Honorary Life Member.

## **Rationale**

This Policy is designed to provide a framework to assist Members in the prevention and management of substance misuse related problems within Kelvin Players and ensure that the health and well-being of all Members is given a high priority.

## **Key Points**

### **Definition of Substance Misuse**

Substance misuse can be defined as an inappropriate use of alcohol, drugs (both prescribed and illegal drugs) and other substances such as butane gas, glue, thinner, petrol etc.

Inappropriate use occurs where the use of a substance may aggravate an existing condition or where an individual becomes so dependent upon a substance, that the desire for the substance becomes a central and overriding concern of daily life. Excessive use of a substance is likely to lead to physical and/or psychological illness, which could ultimately be fatal.

Where substance misuse interferes with an individual's responsibilities or conduct, and/or health and social functioning, or the health and safety of the individual and/or their colleagues or constitutes criminal activity it becomes a matter of concern for Kelvin Players.

### **The key points of this Policy are:**

- to bring to the attention of Members the effects of substance misuse and an understanding of the likely symptoms of abuse
- to provide appropriate support for Members who suffer from substance misuse related problems.
- to prevent and reduce the incidence of substance related impairment
- to safeguard other Members and the public.

This Policy does not apply to issues of conduct arising from incidences of alcoholic/drug over indulgence.

## **Dealing with Alcohol and Drug Related issues**

### **Initial Support**

- If you are concerned about personal substance misuse you are encouraged and expected to seek confidential advice, help or treatment. Help may involve referral to your GP
- Where the nature of the referral has, or may have, a bearing on the type of duties or responsibilities which you can safely undertake, the Management Committee, will take action to ensure that such duties are not undertaken until it is safe for you to do so.

### **Management and Assistance**

Where there is a suspected case of substance misuse, factual information should be gathered confidentially relating to conduct, absence or other relevant factors. If the evidence supports the initial concern, the Chair should invite you to a confidential interview. If you want to be accompanied at this meeting, you should make this request to any member of the Management Committee.

If there is sufficient evidence and you refuse to acknowledge the nature of your problem or refuse to co-operate with the offer of treatment and/or deny your use of alcohol, drug or

substance misuse, then any subsequent or continued responsibilities you may have within Kelvin Players may be suspended

In all cases, referral or requests for treatment, and all related records, will be treated in strictest confidence and will be processed in accordance with the provisions of the General Data Protection Regulations 2018. There may be instances where disclosure is required by law. This may involve disclosing certain information to the police or other enforcement agencies.

### **Continued active involvement during Treatment**

During the course of treatment, you will, so far as is reasonably possible continue to carry out your normal responsibilities or duties, within required safety limits and in accordance with medical advice, so long as you are capable to competently do so.

### **Working Following Treatment**

Upon successful completion of your treatment (and if applicable subject to medical sign off and completion of a period of rehabilitation) you may resume your full duties responsibilities within your role. Should your treatment fail to be successful resulting in an inability to resume all or part of your original role, formal capability procedures will apply.

### **Misconduct**

It is a criminal offence to possess, supply or produce illegal drugs such as opium derivatives, cocaine, LSD, cannabis and amphetamine. It is also a criminal offence to permit such drugs to be used, kept or supplied on premises. Possession, by an individual, is only permissible where this is the result of prescription by a medical practitioner for that individual. Accidents caused as a result of substance misuse may leave you/or Kelvin Players liable to criminal prosecution. Any evidence or suspicion of criminal drugs related activity on Kelvin Players premises should be referred immediately to any member of the Management Committee.

The possession or supply of illegal substances by any Member on Kelvin Players' premises is an example of gross misconduct which will result in the Member being expelled from Kelvin Players.

### **Summary of Responsibilities**

#### **Member**

You have a responsibility:

- to be familiar with this Policy and ensure your performance is not impaired as a consequence of substance misuse;
- to advise your Production Director, production Committee Liaison Officer or the Chair if you are using medicines prescribed by your own doctor or specialist or purchased over the counter which may have the potential to affect work performance whilst involved in Kelvin Player's activities;
- to avoid covering up for or colluding with any Member who has a substance misuse problem;
- to urge Members to seek help if they have or may have substance misuse problems;
- to seek help if you yourself have or may have problems related to substance misuse;
- to advise the Management Committee if you consider that a Member's substance abuse may be endangering the safety of other Members or the public.

## **Management Committee**

All members of the Management Committee have a responsibility:

- to make themselves familiar with this Policy and ensure that Members are aware of and understand the Policy;
- to be alert to possible substance misuse;
- to make an objective and non-judgemental approach when investigating or taking action on any potential or actual case of substance misuse, members of the Management Committee must be conscious of the need for sensitivity and confidentiality;
- to identify any aspects of the Kelvin Players environment which could lead to substance misuse problems and take steps to change them, where possible;
- take appropriate action where a Member raises concerns about another Member's substance abuse.
- to monitor and maintain the Policy
- to ensure the policy is implemented fairly and consistently across Kelvin Players and to monitor the effectiveness of the Policy

## Appendix

The organisations listed below may be able to help anyone with an alcohol or substance problem:

### Drugs

- **UK National Drugs Helpline** - <http://www.urban75.com/Drugs/helpline.html>
- **NHS Direct** - [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) Tel. 0845 4647 (24 hour helpline)

### Alcohol

- **DrinkAware** - [www.drinkaware.co.uk](http://www.drinkaware.co.uk) Tel. 0300 123 1110
- **Alcoholics Anonymous** - [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
- **NHS Direct** - [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) Tel. 0845 4647 (24 hour helpline)
- **Alcohol Concern** - [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk) Tel. 020 7928 7377

**Samaritans** -24 hour confidential emotional support - [www.samaritans.org.uk](http://www.samaritans.org.uk) Tel. 116 123

Details of local branches of a number of the above agencies can be found in the Yellow Pages.

### Revision History

Version	Date	Author	Remarks
0.1	28/10/2015	J. Wilkinson	First Draft for approval
1.0	17/12/2015	J. Wilkinson	Approved at Committee
2.0	18/07/2018	J. Wilkinson	Review and republish