



Carnew Training & Development Centre (Carnew TDC)

Substance Misuse Policy



SMOKING

This policy has been developed by Carnew Training & Development Centre to protect all employees, learners, customers and visitors from exposure to second-hand smoke, and to assist compliance with the Public Health Acts 2002 - 2015.

Smoking is prohibited in all enclosed and substantially enclosed premises; this applies to all employees, learners, customers and visitors.

Smoking is permitted where there are specifically designated areas.

It is the responsibility of management to ensure that this policy is implemented.

ALCOHOL AND DRUGS

People under the influence of alcohol/drugs (illegal or legal) while at work or attending a training course are liable to cause injury to themselves, co-workers or learners. The influence of alcohol/drugs can impact on concentration and performance, it can lead to a reduction of reaction times, cause errors of judgement when operating plant machinery or equipment and perception of risk may be reduced. In addition, drugs prescribed for medical conditions can also cause adverse side effects which can be detrimental to health and safety.

Other signs of substance misuse include:

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Slurred speech
- Poor time keeping
- Increased short term sickness absence
- A deterioration in relationships with colleagues, customers, learners and management
- Dishonesty and theft
- Alcohol smell



If an employee, learner, or other person is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs (illegal or legal) during working hours/training programme, they will be assessed by the tutor/management to ascertain if they are capable of performing the activity to a satisfactory level. They may be asked to leave the premises or to continue as normal.

If an employee, learner or other person is known to be, or strongly suspected of being, intoxicated by alcohol or drugs (illegal or legal) during working hours/training programme, arrangements will be made for them to be escorted from the premises immediately and arrangement made for their safe transport home. Staff/learners/others should inform management if they have been prescribed medication which could affect their performance at work or during a training programme

The consumption of alcohol on the premises of Carnew Training & Development Centre is explicitly forbidden. Alcohol should not be brought onto the premises/woods under any circumstances. Any breach of this rule will result in disciplinary action being taken for staff, and learners/others asked to leave the premises.

Any employee suffering from a problem with alcohol or drugs (illegal or legal) is encouraged to seek appropriate support.

If any incidents of alcohol/drug misuse arise, Carnew Training & Development Centre along with the contracted training organization will notify Lantra or the appropriate awarding organisation.

