



Progressive, Innovative & Interactive Training

HCT Learning

Quality Assurance Manual

2020

Substance Misuse – Alcohol and Drugs Policy

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1 Substance Misuse – Alcohol and Drugs Policy

HCT Learning aims to provide and continually improve upon the safety and welfare of all employees, trainers and learners. It is expected that all persons who work on behalf of HCT Learning and all learners attending on programmes will be responsible for health, safety and welfare. All persons are responsible for adhering to the principles within this policy and encourage a positive safety culture ensuring that they act safely by adhering to documented policies and procedures.

1.1 Company Responsibilities:

- Promote a responsible attitude to the consumption of alcohol amongst employees.
- Offer assistance to those employees who require it.
- Treat alcohol and substance abuse as a health problem and arrange for employees to seek professional assistance.
- To consult on matters affecting health and welfare.
- To ensure that all incidents are reported and documented.
- Identify where legal drugs may impact on concentration and/or performance.
- Compliance with relevant health, safety and welfare legislation, policies and procedures and provide guidance.
- Report to Lantra if any incident relates to a Lantra Training or Qualification activity.

1.2 Employee/Trainer Responsibilities:

- It is the responsibility of all employees/trainers and those who work on behalf of HCT Learning to take reasonable steps to safeguard their own health and welfare and that of others.

- It is the trainers responsibility to assess and reasonably foresee any significant risks prior to commencing any training or assessment activities. Ensuring that all learners are well informed of any significant health, safety and welfare risks associated with the delivery of training or assessment.
- Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.

1.3 Learner Responsibilities:

- Learners must take care of their own health & welfare and report all health & safety concerns to the appropriate person which may be their Instructor.

1.4 Substance Misuse

HCT Learnings policy is that during training courses learners/trainers, employees or any other individual involved in training delivery, must be free from the influence of both illegal drugs and alcohol to ensure the health, safety and welfare of other learners and others with whom they come into contact with.

Persons involved in training need to:

- Ensure they are aware of the side effects of any prescription drugs.
- Advise HCT Learning or the trainer immediately of any side effects of prescription drugs, which may affect their concentration, performance or the health, safety and welfare of themselves or others. For example, drowsiness.
- All Learners, trainers, employees or any other individual involved in training delivery will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- If a learner, trainer, employee or any other individual involved in training is found to be under the influence of illegal drugs or alcohol before or during a course they will be asked to leave the course immediately.
- Lantra will be informed of any incident relating to Lantra training.
- All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.

1.5 Alcohol or drugs at work

The consumption of alcohol or drugs on company premises or at a training venue is explicitly forbidden. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

The following may result in termination:

- Attendance at work whilst under the influence of any intoxicating substance, irrespective of incapacity or the amount taken. The company operates a zero-tolerance policy in respect of intoxicants.
- Possession, supply or use of illicit drugs.