



Ideal Cleaning Services Limited

Alcohol Policy Statement

Ideal is committed to safety throughout its areas of operation. This Alcohol Policy will help to ensure that employees use of alcohol does not impair the safe and efficient running of the organisation or result in risks to the health and safety of employees, customers, general public or any other person at all locations the company operates. The policy will also assist the Company to protect employees from the problems of alcohol abuse and encourage those with a problem to seek help.

Process

It is the Company's intention to bring in the Alcohol section of this Policy in its entirety. Drug testing will not be used at this time, but the Company reserves the right to implement a complete Drugs section at any time; subject to consultation with employee representatives should it be felt there is a need. If this policy is extended then the policy will have the words "and drugs" included where "alcohol" is currently mentioned, and appropriate procedures will be added. Where it is felt an employee may be under the influence of drugs the Company Disciplinary Procedure will be used to deal with the matter. The Company will also actively discourage the use of all illegal substances on site. This will include the ingestion of any material (whether controlled or not) which may be considered by the Company to cause symptoms which are not acceptable to a safe working environment.

Objectives

The objectives of this policy are:

- To ensure a safe environment for ALL persons at all locations the Company operates
- To promote a culture in which alcohol abuse is discouraged
- To encourage employees experiencing problems with alcohol problems to recognise their situation and seek help
- To ensure that the image and reputation of the Company is maintained
- Deliver compliance with the requirements of the Health and Safety at Work Act 1974

Scope

The Alcohol Policy applies to all locations where the Company operates, and includes all Ideal employees, temporary staff and any visiting staff. It also applies to contractors and agency staff.

Responsibilities

All employees are responsible for ensuring adherence to the Policy and for reporting breaches of it. All staff holding positions of responsibility should seek to identify the signs of alcohol abuse and take action when appropriate. Managers and other suitable staff will be identified and trained to ensure the provisions of the Policy can be effectively carried out. The General Manager is responsible for *monitoring* the operation of the Policy and will act as a point of contact for managers and staff seeking advice and assistance and will provide guidance; initially referring affected employees to a GP or other suitable organisations. If counselling, treatment and guidance is provided by the employee's GP, evidence of attendance will have to be supplied by the employee and a regular two weekly assessment will need to be undertaken by the employee's line manager.

Policy requirements

You must not:

- Bring alcohol onto the premises.
- Report for work or attempt to report for work in an unfit state due to consumption of alcohol.
- Consume any alcohol in the workplace at any time.
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol related problem without reasonable cause.
- Declare an alcohol problem after you have been notified of your selection for alcohol testing.
- Cause the Company's reputation to be brought into disrepute by your actions or behaviour through the abuse of alcohol

You may be required to:

- Submit to an alcohol test (see type of testing below)

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You must:

- Disclose to your line manager any prescription or over the counter medication which you feel may affect your ability to undertake your normal duties. The line manager must then seek guidance from the Directors.

It is recommended that you contact your line manager if you have an alcohol related problem or suspect one might be developing.

“Unfit through alcohol”

For the purposes of this policy, an unfit state of work through consumption of alcohol is defined by detection through the use of a breathalyser; no more than 35 micrograms of alcohol in 100 millilitres of breath, or 0.35 milligrams of alcohol per litre of breath. This is a “positive” result of an alcohol test.

Any positive result in this context will be considered an act of Gross Misconduct and employees will be liable to summary dismissal without notice. Results which show the presence of any alcohol below 0.35 milligrams of alcohol per litre of breath will be investigated. Such an investigation may lead to disciplinary action which may include dismissal. An advisory limit will be set at between 0.15 and 0.35 milligrams of alcohol per litre of breath. Any employee with a positive reading in line with these levels, may, depending upon the circumstances, be sent home without prejudice to pay, subject to the outcome of any investigation, or temporarily redeployed on other activities.

Employees who refuse to participate in any test requested will be liable to disciplinary action for refusal to carry out a reasonable instruction and a finding that it is reasonable to believe they are under the influence of alcohol, which may warrant summary dismissal without notice.

Testing for alcohol

The Company has a programme of testing in place which includes procedures to detect the use of alcohol by screening:

- Employees involved in serious accidents (“For Cause” testing – Accidents and Incidents)
- Employees whose behaviour gives cause for suspicion (“For Cause” testing – Behaviour)
- Employees involved in the operation of vehicles on and off site, including forklifts, rolatrucks, shunting vehicles and road-going vehicles will be included.
- Random Testing. (All employees will be liable to random, unannounced testing).

Disciplinary procedures

If you are found to be in breach of this Policy you will be subject to disciplinary action according to the Company’s Disciplinary Procedure. A serious breach of this procedure will constitute an act of Gross Misconduct and the employees may be liable to summary dismissal without notice.

Special dispensations

All locations where the company operates are a declared “alcohol free sites” and no special dispensations will be granted.

Appeals

If you wish to appeal against a decision made under this Policy you must follow the Company Appeals Procedures.

Treatment and help

The Company recognises that in certain cases an alcohol problem may be an illness. Employees who believe they may have a problem with alcohol should seek assistance from the General Manager via your line manager. Where employees are deemed to be abusing this facility, then disciplinary action may be taken.

The General Manager can provide confidential, professional and timely advice and referral to a GP who can refer you to services for appropriate diagnosis and treatment.

Monitoring and review

The Company will monitor the results of alcohol testing to identify any trends or patterns. Where the monitoring identifies areas of increased risk, all Management who are responsible for safety, shall identify and take appropriate remedial action which may include amending the Policy. Employees will be consulted before the implementation of any significant change.



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Code of conduct

In order to maintain the standards of behaviour required by this Policy, employees should follow the Code of Conduct set out below.

Employees should abide by the following code of conduct in order to comply with the Alcohol Policy:

- Do not bring alcohol on to the premises
- Do not drink alcohol immediately prior to starting work
- Do not drink alcohol at any time at work, including breaks.
- Do not wear Ideal uniforms or anything with an Ideal logo on it, in licensed premises.
- Avoid having the smell of alcohol on your breath whilst at work.

Definitions

The following definitions apply in this policy:

Accident/Incident - an unplanned event which results in injury or damage or loss.

The Premises - all of the Company's and clients property, including vehicles, buildings and car parks.

Unfit State for Work - to be unable to work in a safe manner suitable for the job.

Legal requirements

As a business there is certain legislation that we must ensure compliance to, although the following list is not exhaustive, the main ones being:

- Health and Safety at Work etc Act 1974
- Misuse of Drugs Act 1971
- Road Traffic Act 1988
- Corporate Manslaughter and Corporate Homicide Bill
- Human Rights Act 1988
- Data Protection Act 1998

This statement represents our commitment on behalf of the company to the Alcohol Policy.

For and on behalf of Ideal Cleaning Services Limited

CHRISTOPHER DRING
Group Managing Director

Reviewed 09-2023



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ALCOHOL TESTING CONSENT FORM

This form is to be used by all parties before testing (using electronic device) is undertaken. Please note that if the first test is positive then a second test should be undertaken 40 minutes after the first test. The lowest reading will be taken as being the true evidential test.

Donor's Name : Signature

Competent Person's Name Signature

Donor's Witness Name Signature

Ideal's Witness Name Signature
(if applicable)

Reason for Test (tick as appropriate)	Random		For Cause	
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1st Test Time (use 24 hour clock) hrs Test Date

Preliminary Breath Test Result (circle) **POSITIVE** **NEGATIVE**

Reading Number

Device Reading

2nd Test Time (use 24 hour clock) hrs Test Date

(only if the first test shows an alcohol reading)

Second Breath Test Result (circle) **POSITIVE** **NEGATIVE**

Reading Number

Device Reading

Comments

Date testing device was last calibrated:.....

NB: By signing this document the donor is giving consent for the test to take place and has confirmed that they have not consumed any food and/or liquid in the last twenty minutes. It has been explained to the employee the reason for the test.

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