



Merchant Taylors' School

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Smoking, Alcohol & Drug Policy

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1. Introduction

- 1.1 This policy sets out the expectations that Merchant Taylors' School has of its staff in relation to smoking, alcohol and drugs.
- 1.2 The School has a responsibility to promote the health and well-being of all its members of staff. It recognises that smoking and the abuse of alcohol and drugs may result in serious health problems and jeopardise the health and safety of others.
- 1.3 The School encourages staff who may have a dependency problem to seek professional help and to inform HR so that appropriate supportive action can be taken within the workplace.
- 1.4 Disciplinary action may be invoked for serious breaches of this policy, including action up to and including dismissal, should an employee attend the workplace under the influence of alcohol or drugs, or be found smoking on School premises.

2. Scope

- 2.1 This policy applies to all those working in the School including employees, casual workers, agency staff and volunteers.

3. Smoking

- 3.1 The School has a legal requirement to ensure the health and safety of all members of staff and pupils. As such it will not allow smoking on its premises or in School vehicles at any time by anyone.
- 3.2 It is a criminal offence to smoke in enclosed public places and workplaces. This includes all the School's buildings, grounds and vehicles. Employees are only permitted to smoke on their lunch break, outside and away from the school grounds. It is expected that staff should not be seen smoking in public whilst wearing a uniform or School ID badge. In consideration of our local community we ask that cigarettes and other litter should be disposed of appropriately.
- 3.3 The smoking ban also applies to visitors. Employees who are escorting or hosting visitors should explain this to them. No smoking signs will be displayed at entrances and receptions.
- 3.4 Staff can seek advice from their GP or a counsellor through the School's Employee Assistance Programme (EAP) which provides counselling advice on stopping smoking. The EAP is confidential and available 24 hours a day via 0800 030 5182.
- 3.5 The School does not accept the smoking of E-cigarettes / vaping devices on site. It is unknown if there are any long term effects of usage and passive inhaling of vaping therefore e-cigarettes are not permitted.

4. Alcohol

- 4.1 Alcohol is not permitted to be stored on School premises unless properly secured and with agreement of the Head.
- 4.2 It is strictly forbidden to come to work under the influence of alcohol. If the School considers that you are under the influence of alcohol you will be sent home and the matter will be investigated and dealt with in line with the School's disciplinary policy. You may be subject to disciplinary action up to and including dismissal.
- 4.3 Any entertaining on or off School premises must be conducted sensibly. There may be alcoholic drinks at School social functions and the School expects a high standard of behaviour from all staff. Whilst you are responsible for your own travel arrangements to and from such functions, the School advises that you do not drive a vehicle after consuming any amount of alcohol.
- 4.4 Should you at any time realise that you may be becoming dependent on alcohol you should seek advice from your GP and speak to your manager/HR. You can also speak to the School's Employee Assistance Programme to discuss if there are any underlying issues you need to address. The EAP is confidential and available 24 hours a day via 0800 030 5182. The School may, with your consent, refer you to Occupational Health so that the School receives advice on how best to support you.

5. Drugs

- 5.1 It is a criminal offence to use, possess or deal in any illegal drugs and anyone found to be involved in any of these activities, whether during or outside working hours, will be dealt with in line with the School's disciplinary policy. This may include action up to and including dismissal. The School may notify the police where appropriate.
- 5.2 It is strictly forbidden to come to work whilst under the influence of any non-prescribed drug. If you have been prescribed medication whose side effects could have an impact on your work or behaviour, you should report this immediately to your line manager or HR.
- 5.3 The School will, where it considers it appropriate, search individuals for drug use. This may be as a result of suspicion against the individual. Your consent will be sought prior to the searching but any refusal could in itself constitute a disciplinary offence. A search may include personal property as well as your person.
- 5.4 Should you at any time realise that you may be becoming dependent on drugs, whether prescribed or not, you should seek advice from your GP and speak to your manager/HR. You can also speak to the School's Employee Assistance Programme to discuss if there are any underlying issues you need to address. The EAP is confidential and available 24 hours a day via 0800 030 5182. The School may, with your consent, refer you to Occupational Health so that the School receives advice on how best to support you.

6. Breach of policy

- 6.1 All staff are expected to comply with this policy. Any deviations from the standards laid down in this policy will be treated as a breach of School rules and employees may be subject to disciplinary action up to and including dismissal.

This policy and procedure is non–contractual and will be reviewed annually.