

Smoking, Alcohol and Drugs Policy

Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

1. Smoking

- 1.1. Our policy of no smoking anywhere on the school premises must be observed at all times.

2. Alcohol and Drugs

- 2.1. Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues.
- 2.2. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.
- 2.3. The following examples are just some of the effects of alcohol and drugs (this is by no means an exhaustive list)
- 2.3.1. Absenteeism
 - 2.3.2. Higher accident levels
 - 2.3.3. Work performance
- 2.4. If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.