

June 2019

HUMAN RESOURCES

# Alcohol and Drugs Policy

## Table of Contents

1	Introduction.....	3
2	Standards.....	3
3	The need for compliance.....	4
4	Medication and work.....	4
5	Employees responsibilities.....	5
6	Trade Union responsibilities.....	6
7	Management responsibilities.....	7
8	Working whilst taking medication.....	8
9	Testing.....	9
10	Safety Critical Roles.....	14
11	Support available.....	14
	Appendix A – Where to obtain help and advice.....	16

## **I Introduction**

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- 1.1 The Royal Borough of Greenwich (RBG) is committed to supporting employees in maintaining their health and well-being. Employees are encouraged to raise any areas of concern or requests for support or assistance at the earliest opportunity with their line manager in the first instance. Further advice and guidance can be sought from Human Resources Professional Services, the Employee Assistance Programme and Occupational Health Service.
- 1.2 This policy outlines the rules regarding alcohol and substance misuse in the workplace to assist in reducing the risk to employees, service users, and others, whilst also being supportive to employees who come forward with a problem to ensure that the health, safety and wellbeing of everyone concerned is protected and that employees are afforded appropriate help and support.
- 1.3 The council actively encourages the observance of ‘zero tolerance’ to the consumption of alcohol during the course of the working day and is committed to providing a safe and productive workplace for its employees and service users. Employees must ensure that they are fit for work and must take reasonable care of themselves whilst at work. This is also a requirement under the Health and Safety at Work Act.
- 1.4 RBG actively seeks to ensure that staff are provided with information to make better choices in respect of alcohol consumption as part of its commitment to encouraging the health and wellbeing of its workforce.

## **2 Standards**

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- 2.1 This policy applies to all employees, as well as those staff not directly employed by Royal Greenwich (RBG) including contract staff, agency workers, temporary workers and self-employed workers (i.e. consultants). All are expected to be aware of, observe and comply with the provisions of this policy.
- 2.2 The policy has been developed to:
  - minimise the risk of damage / injury to staff, property and the general public
  - comply with relevant legislation / regulations
  - protect the Royal Borough’s reputation as a local authority, and
  - support the health and well-being of employees.
- 2.3 The purpose of this policy is to ensure that all employees (including temporary workers, agency staff and consultants, suppliers and sub-contractors) are aware that RBG has a zero tolerance approach to alcohol and drugs at work and forbids the

consumption, use, possession, storage and sale of alcohol or illicit drugs on the council's premises and any RBG vehicles.

### **3 The need for compliance**

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- 3.1 All staff working directly with Children and Vulnerable Adults, are prohibited from consuming alcohol or using drugs during the course of the working day. This also applies to staff in roles where the consumption of alcohol or use of drugs has the potential to impact on an individual's ability to perform their duties safely and in line with statutory requirements e.g. vehicle operatives. Local guidance is in place in these service areas and should be appropriately referenced for further information.
- 3.2 Staff are encouraged to refrain from consuming alcohol or use drugs in their own time where this is likely to interfere with the working day (i.e. lunch breaks). Where employees may present for work under the influence of alcohol or drugs to such a degree that the employee is considered to be a danger to themselves or others, this will be dealt with in accordance with the Councils Disciplinary Procedure which could ultimately lead to dismissal.
- 3.3 Consideration should be given to the lasting effects of alcohol consumption or other substances and the possibility that this may impact an individual's ability to perform tasks safely and effectively. Employees should be aware of the risks, and the need to present as fit for work the following day. This is particularly relevant to staff working with vulnerable service users and those in a customer facing / front line service role or a safety critical role (see pt 8.1 for clarification) where the individual's ability to do their job may impact on the reputation of the Council and the health, safety and wellbeing of staff and the general public.

### **4 Medication and work**

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- 4.1 Guidelines on medication
  - 4.1.1 It is the responsibility of all employees to ensure that they are fit to attend for work. Employees should have clear knowledge that the consumption of alcohol or drugs – illicit, prescribed, or some over the counter medications is very likely to interfere with work performance and judgement and could compromise their health & safety and the health & safety of others.
  - 4.1.2 It is the responsibility of the employee to inform their manager if taking any drug (prescribed, over-the-counter or home-made remedy) that could impact on their ability to undertake their work. Employees are encouraged to come forward and tell their manager about any drug or alcohol-related dependency problem in order to seek the relevant help and support. Occupational Health or

Royal Greenwich's own Greenwich Community Directory / Live Well Greenwich drug and alcohol web pages can sign post people to relevant treatment and recovery programmes and provide advice as necessary.

- 4.1.3 Any employee who is taking medication has a responsibility under the council's Drugs and Alcohol policy to check with their doctor (medical practitioner); dentist or pharmacist if the medication they are taking could reduce vigilance or adversely affect their work performance. If it does, they should request an alternative. However, if no alternative is available they must inform their immediate manager of the medication and the effect it could have on them before booking on duty or commencing work.
- 4.1.4 Medication affects people in different ways. The best judge of the effects is often the employee, with guidance from their doctor, dentist or pharmacist, and everyone has a responsibility to provide a safe working environment and safe service to our customers. This policy applies to all medication including prescription, non-prescription or over-the-counter preparations. If taking home-made or natural remedies, the employee must also check the ingredients plus known impacts or side effects.

## **5 Employees responsibilities**

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- 5.1 It is the responsibility of all employees to ensure that they are fit for work. Employees have clear knowledge that the taking of alcohol or drugs is very likely to interfere with work performance, judgement and could compromise health and safety and therefore places them at risk of misconduct or even gross misconduct in serious cases. It is the responsibility of the employee, not Royal Greenwich, for making any individual decision on what constitutes moderate or safe alcohol consumption or medication use.
- 5.2 Employees who believe they have an alcohol or drug dependency problem should get help and advice from a doctor or from a specialist organisation such as Alcoholics Anonymous or Narcotics Anonymous. Information, advice and support can also be obtained from Royal Greenwich's confidential employee assistance programme further information can be found on the [Royal Greenwich's HR Intranet](#) or the Human Resources Professional Service
- 5.3 Employees are encouraged to come forward and tell their manager about any drug or alcohol-related dependency problem in order to seek help such as a treatment programme. Occupational Health or RBG's own Care Commissioning Team can sign post employees to relevant rehabilitation programmes and provide advice as necessary.
- 5.4 If an employee tells their manager about an alcohol or drug dependency problem or requests assistance, it is the employee's responsibility to co-operate in addressing the problem, this includes working with their GP and the council's Occupational

Health Service. If the employee does not agree to a treatment plan or does not attend support provided e.g. Occupational Health Service appointment, disciplinary action may be taken, for example where dependency is impacting on work attendance or performance, as this will be seen as deliberate neglect prejudicial to recovery and return to work.

- 5.5 Employees are required to comply with the Drugs and Alcohol Policy including provisions in relation to drug and alcohol testing ('For Cause' and random) in an appropriate and in a timely manner.
- 5.6 Employees are encouraged to communicate when workloads or working conditions are proving difficult which may trigger unhealthy habits or relationships with drugs and alcohol, seeking out guidance and assistance from their line manager, Human Resources Professional Services or the Occupational Health Service. Employees are also reminded of the availability of the Trade Union for assistance in signposting to sources of help and guidance.
- 5.7 Where an employee suspects that a colleague is under the influence of alcohol or drugs during working hours and that this is affecting their performance, they should inform their manager. Where an employee suspects their manager is under the influence they should report their concerns to their manager's manager in the first instance
- 5.8 Under Royal Greenwich's Code of Conduct, employees who are under investigation by the Police in relation to an allegation, caution or charged in relation to drink driving, must disclose this to the authority. Royal Greenwich will then decide if the act is serious enough to render the employee unsuitable for their current position, taking into account the employee has disclosed the information. A failure to disclose would result in disciplinary action.

## **6 Trade Union responsibilities**

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- 6.1 Trade Unions colleagues play an active role in ensuring health and well-being is promoted and managed within the workplace.
- 6.2 Trade Union representatives should encourage their members to come forward and tell their manager about any drug or alcohol-related dependency problem in order to seek help such as a treatment programme. Occupational Health or Royal Greenwich's own Drug & Alcohol Action Team can sign post to relevant rehabilitation programmes and provide advice as necessary.
- 6.3 Trade Union representatives should support members and employees to comply with the Drugs and Alcohol Policy including provisions in relation to drug and alcohol testing ('For Cause' and random) as appropriate and in a timely manner.

6.4 Trade union representatives with concerns or issues in relation to the Drugs and Alcohol Policy should raise this via HR Professional Services.

## 7 Management responsibilities

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7.1 Managers must be aware of their responsibilities in ensuring that staff are clear about what is expected in respect of the use of alcohol and drugs, both in and outside of work and should seek to role model acceptable behaviours to their staff. Line managers must make sure, as far as practical, that staff are aware of this policy and should reference it at intervals on a regular basis (i.e. team meetings, local inductions, handbooks, posters and vehicle check materials etc.)

7.2 Where a manager reasonably suspects that an employee is unfit for work due to alcohol or drugs, action should be taken to remove the employee from work immediately. Suspension without prejudice may be appropriate in these circumstances in line with the Councils [Disciplinary Procedure](#). Employees will not be permitted to return to work until they are deemed 'fit'. Such instances should be appropriately investigated which may result in disciplinary action being taken. Further advice should be sought from HR Professional Services in these circumstances.

7.3 Managers should routinely monitor the performance and behaviour of their employees. Where a manager notices a fall in standards and suspects substance misuse this should be discussed informally in the first instance in a private setting with the member of staff. If there is strong suspicion that the employee may be under the influence of drugs or alcohol, the manager should arrange for testing. Managers should contact HR Professional Services with a view to making a referral to Occupational Health for further advice in these circumstances.

7.4 There are other situations which could indicate that an employee is taking medication, for example:

- an employee is seen taking medication
- an employee talking about the need to take medication or experiencing a reaction or side effect of taking medication
- the employee has been on sick leave and has now returned
- the employee has known health problems but is still attending work.

In such situations, the manager must discuss with the employee if medication is being taken and ascertain whether there are any side effects which might adversely affect their work performance.

7.5 Managers should, at all times, respect the privacy and confidentiality of information given to them by employees with an alcohol or drug dependency problem. Managers, Human Resources and Occupational Health staff who arrange and/or

provide intervention/support will not reveal this information to any other person without first requesting permission to do so or before providing the reasons for disclosure to the individual concerned. Confidentiality only applies where there is no immediate risk of harm to the individual or others e.g. children or vulnerable persons. In such cases – where safeguarding risks are identified, this would not necessarily apply.

- 7.6 Occupational Health (OH) are available to give professional advice, but it is the responsibility of managers to decide whether it is safe to allow an employee to start or to continue work in the first instance. OH will need to know what effect the medication usually has on the employee and will consider the possibility of the medication or its dosage being abused or whether the person is experiencing an adverse reaction to the medication. [Guidelines](#) are available from OH to assist managers. Please see the [HR Intranet](#) for additional information, guidance and support.
- 7.7 Where an employee is working in a customer facing and /or front line service role or a safety critical role (see pt 8.1 for clarification) and the manager is in any doubt about their fitness for work through medication which is not covered by the OH guidelines, the manager should seek guidance from OH as to what work the employee can do. If contact with OH cannot be made then the employee should not be allowed to start / continue their normal duties, and a decision to find alternative work / duties or send the employee home for that shift should be made. In these circumstances attempts to seek guidance from OH on the medication must continue to be made. If managers / supervisors are unable to make contact with OH within one working day or shift, they should contact the HR Professional Services to progress the case.

## **8 Working whilst taking medication**

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- 8.1 If an employee taking medication is to continue working, the manager should consider the following questions:
- for how long will the employee be required to take the medication?
  - can the employee take similar medication which would not prevent normal working?
  - is the employee fit enough to continue working in the present job?
  - should the employee be temporarily transferred to another job, if available?

If in any doubt, the manager should consult with OH before reaching any decision. A meeting should then be arranged with the employee to discuss the best way forward if they are deemed unfit in any capacity as a result of the effects of the medication. Decisions regarding medical suitability to work will also depend on any underlying condition i.e. the condition they are taking medication for.

## 8.2 Time off work for employees who are taking medication

Any employee who is unfit for work in any capacity as a result of the effects of medication will normally remain on sick leave. Managers will consider the absence in accordance with the Attendance Management Procedure. Managers / Supervisor must consult OH for advice and guidance to ensure no other suitable medication would allow the employee to keep working. Further, the OH team will be able to provide guidance on support on any other suitable alternative work or duties that the employee may be able to undertake.

## 9 Testing

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All testing will be carried out by the Council's Occupational Health (OH) service provider.

### 9.1 'For Cause' testing

9.1.1 'For cause' testing applies to all RBG employees (agency staff, apprentices, temporary workers and consultants). Employees may be subject to testing when a manager has reasonable cause to believe that an individual is under the influence of alcohol or drugs, or is unfit / impaired for duty because of alcohol or drugs. For cause testing must be undertaken within 24 hours of the manager having satisfied themselves of their reasonable concern with advice from HR Professional Services and Occupational Health. It is expected that in services which employ or engage staff in front line / customer facing or business / safety critical roles, trained officers will be available and on site, and should be referred to, to administer on the spot breath testing with staff who present reasonable concern with regards to their fitness for work.

9.1.2 Where managers suspect an employee to be under the influence of alcohol they should confirm their suspicions by observations of the employee's speech, eyes, appearance, behaviour, gait, co-ordination, movements, and principally by the smell of alcohol on their breath or around their person. They should, as far as is reasonably practicable, obtain a second opinion from another manager / supervisor (if necessary asking one to attend from another location). If in doubt use the GUESS acronym:

G	Gait
U	Unsteady
E	Eyes Glazed
S	Speech Slurred
S	Smell

Further information can be found in the Guidance Note - Alcohol and Drugs in the Workplace on the [HR Intranet](#).

9.1.3 Situations where a manager could have reasonable suspicion that an employee may be under the influence of drugs, will include instances such as:

- an employee is in possession of illicit drug(s) and/or drugs paraphernalia or drug taking equipment
- an employee is in close proximity to drug taking equipment
- an employee has been witnessed taking illicit drugs or misusing medication
- an employee has been witnessed taking liquids/pills/powders and is unable to prove that they are prescribed or bought from a chemist
- a manager believes that the conduct, behaviour or appearance of an employee is in any way unusual with regard to the normal pattern of behaviour of that employee (whenever possible, a second opinion of another manager should be sought to confirm this)
- a manager considers that conduct, behaviour or appearance of the employee does not have a logical explanation
- a manager believes that the ability of the employee to carry out their work is or will be impaired because of the use of drugs
- a manager believes work performance is causing concern and the employee can offer no acceptable explanation.

9.1.4 **Additional circumstances/situations may include:**

- where an employee has no smell of alcohol on their breath but is displaying the other signs described above and/or their work performance/behaviour is not normal for that employee
- the employee is displaying the behavioural appearance, conduct, attendance, or characteristics associated with a drinking problem e.g. GUESS in point 7.1.2 above.
- the employee is in possession of alcoholic drinks or empty containers / bottles

The above examples are not exhaustive and if in doubt managers should seek further guidance and support from OH.

9.1.5 During 'for cause' testing, an authorised manager will be the employee's manager or, in their absence the manager's manager or the manager covering that area of responsibility.

An authorised manager should request the test.

An authorised manager must be available (but not required to be present) while testing takes place and be available to lead on any actions arising from the outcome of the test.

9.1.6 **Implementation and Impact**

The authorised manager must adhere to the Council's Equality Standard and Policies, they must not engage in any form of unlawful discrimination, prejudice,

victimisation or any action which could be reasonably interpreted as targeting specific employees or groups of employees with or without protected characteristics.

Managers are responsible for ensuring that they can clearly and robustly evidence any decision to refer an employee 'for cause' testing. Managers must follow the GUESS guidance (point 7.1.2) and document their concerns in writing using the Cause for Concern Referral Record Form to ensure a transparent and equitable referral process.

- 9.1.7 The policy, implementation and impact will be kept under regular review by the Health & Safety and HR Professional Services to ensure it does not unreasonably detrimentally impact any specific equality group or group of employees.

## **9.2 Unannounced Planned Testing**

Unannounced planned testing for alcohol and drugs forms part of the Council's initiative to achieve the standards set out in 2.2 of this policy and to assist towards industry standards and accreditation (e.g. FORS).

Unannounced planned testing applies to all Council employees who are occupying roles classified as safety critical or where there is a legal requirement for zero tolerance in regards to the consumption of alcohol and drugs. The Council has decided a minimum of 10% of the workforce occupying a role classified as being 'in scope' safety critical should be subject to unannounced planned testing per testing session, however no maximum number of employees has been set.

Unannounced planned testing will form part of a planned programme for carrying out sample testing e.g. urine and breath tests in accordance with medical practices, standards and ethics. This is to detect drug and alcohol use on a selected sample of employees, who will not be informed in advance that such tests are to be carried out.

## **9.3 Alcohol test**

Administration of breath tests to detect alcohol will be undertaken by the trained collecting officer (or trainee under the strict supervision of the trained collecting officer) from the Occupational Health service. Testing will take place at the relevant place of work.

## **9.4 Drugs test**

Collection of samples e.g. urine to detect drugs will be undertaken at the place of work by a trained collecting officer (or trainee under the strict supervision of the trained collecting officer) from the Occupation Health service. Testing will take place at the relevant place of work.

## 9.5 Planning testing

HR Professional Services (HRPS) in conjunction with the Corporate Health & Safety Manager (HSM) will be responsible for planning and organising drug and alcohol testing in partnership with the relevant service manager. HRPS will determine the programme and ensure that testing dates and locations are kept confidential and, where it is necessary to give advance notice. Managers will be alerted within a minimum of 24 hours' notice.

The most appropriate time to conduct the tests will be determined by the HRPS/HSM, taking into consideration the need to minimise any disruptions to operational/service requirements.

The HRPS/HSM will also be responsible for supplying the appropriate paperwork and for producing the random testing list.

See further information for planning unannounced testing within the [Guidance Note for Drug and Alcohol](#).

## 9.6 Method for selection of employees

9.6.1 Managers will not be responsible for the selection of the employees to be tested.

9.6.2 Employees working within safety critical roles will be randomly selected via their National Insurance numbers logged on the i-Trent system. The listing will be provided to the Occupational Health service and relevant manager of the service.

9.6.3 On the day of testing, HRPS/HSM will call off the employee's names commencing strictly from the top of the list, taking into account those employees who are not available and until such time as the required listing for that session at that location has been identified. For example, if 50 employees are due to be tested to reach the threshold of 10% and 4 people are on annual leave, employees from number 51-54 on the listing would be included in the random testing.

9.6.4 If an employee is unavailable for testing, a note with reasons (e.g. sickness absence, annual leave or off-site training) must be made on the random list against the names of those employees not available. The list will be returned to the HRPS Officer/HSM at the end of the session. The list will be retained for statistical and administrative purposes.

### Test process

9.7.1 The authorised manager (or HRPS/HSM) will complete the relevant testing documentation before accompanying the employee to the testing area. The manager should then leave the employee in the presence of the collecting officer.

9.7.2 The collecting officer will explain the testing process for collection of samples e.g. breath / urine sample. They will then ask the employee to complete and sign the approved testing form, which is additional to the Council paperwork.

The breath test for alcohol will be undertaken first. The employee will then be asked to choose a urine testing pack and the collection of the urine sample will take place. The employee will then be asked to sign the container labels to be affixed to the containers into which their urine sample has been decanted and sign the donor consent part of the testing form to confirm their consent for their urine sample to be analysed. The employee will also be asked to declare any medication that they are currently taking, or have taken within the previous ten days, either prescribed medication or over-the-counter medication or any other natural remedies, which will be recorded on the appropriate form.

- 9.7.3 Unannounced testing only: in the presence of the employee, the collecting officer will affix on the folio sheet the bar code number allocated to the employee's urine sample, against their name and referral number. The collecting officer will sign and date each record on the sheet. (HRPS/HSM) will be responsible for despatching this sheet and the accompanying documents to Occupational Health by hand immediately upon completion of the testing session (or first thing in the morning if testing occurs during the night).
- 9.7.4 Unannounced planned testing is mandatory for all employees within a safety critical role. The request to accompany a manager to undertake / attend a testing session constitutes a reasonable management instruction. If an employee refuses to undertake a test, consideration should be given to suspending the employee from work or their substantive duties and could result in disciplinary action.
- 9.7.5 RBG has a duty to notify the Police if there are reasonable grounds to suspect that criminal activity may be taking place for example drug supply and / or possession. All irregularities will be notified to the Internal Audit and Fraud section who will, in appropriate cases, notify the Police. Chief Officers/Senior Managers will need to consult with Legal Services as appropriate. Investigations may need to be carried out in conjunction with relevant agencies where necessary (e.g. Police, Social Services). RBG will determine the timing of provision of information to employees.

Where the suspected/reported misconduct is deemed to be a matter that is relevant to the employment, the employee's department/directorate will, at the appropriate time, notify the employee of the issue and will be responsible for any management investigation and hearing under the council disciplinary procedures. In such instances, managers and employees should make reference to Sections 5 of the [Disciplinary Procedure](#).

## **9.8 Randomised searches**

- 9.8.1 The Council will reserve the right to carry out randomised searches of its premises including Council vehicles where it has due cause for concern in regards to the storing and supplying of illicit drugs or consumption of alcohol at work. Employees (including agency staff, apprentices, temporary workers and

consultants) who are found to be in possession of illicit drugs will be managed in line with the appropriate procedure. RBG's duty to notify the police in line with section 9.7.5 of this policy may also apply in these circumstances.

## **10 Safety Critical Roles**

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10.1 Council employees (including agency staff, apprentices, temporary workers and consultants) in roles that may involve interaction with members of the public and are considered as safety critical, or where there is a legal requirement for zero tolerance, will be subject to random unplanned drug testing.

Such roles may include the following, however it should be noted that this list is not exhaustive;

- Council vehicle drivers
- LGV Drivers
- Fleet drivers
- Any role which requires the post holder to operate or supervise heavy or dangerous machinery. (i.e. Craft Workers, Grave Diggers / Arborists)

10.2 Safety critical employees booking on/non-safety critical employees.

Where a safety critical employee (agency staff or consultant) is booking on, or in all instances where an employee is in a non-safety critical post and you suspect that they may be under the influence of alcohol or drugs, the following actions should be taken:

- do not allow the employee to start/continue work as appropriate.
- carry out a fact finding interview with the employee to establish an explanation.
- arrange a 'for cause' test as soon as possible.
- Seek advice from HR Professional Services in regards to appropriate action to be considered where there is concern regarding an individuals fitness to undertake work in any capacity. This may include consideration of temporary suspension from duty or redeployment where appropriate.

## **11 Support available**

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11.1 Given the seriousness of drug or alcohol dependency, it is recognised that getting help and support is a major priority for the individual. The following are examples of how managers can support employees that have come forward asking for help, subject to the exigencies of the service:

- Granting leave so the employee can arrange for help or attendance on a programme. Up to a maximum of 10 days per year, this will be recorded as sickness absence but will be discounted for attendance management purposes.
- Offer a referral to Occupational Health, or allow time for them to make an appointment with their GP or a specialist agency or support group.
- Review how to combine support and advice with a current work plan and consider rescheduling work or changing priorities.
- Be flexible with working hours and leave requests to deal with any side effects of withdrawing from drugs and alcohol.

11.2 Where an employee has been offered help and support to deal with drug and/or alcohol dependencies and continues to exhibit signs of dependency or misuse, the employee may be subject to disciplinary proceedings which could ultimately lead to dismissal.

11.3 Employees and Managers are encouraged to review the [HR Intranet](#) for additional support and guidance. The HR Intranet contains a number of supporting documents such as the [Domestic Violence Guide](#) and [Mental Health and Well-Being Policy](#).

## **Appendix A - Where to obtain help and advice**

Royal Greenwich offers a free and confidential employee assistance programme to all employees via Workplace Options. Workplace Options offers information, expert advice, specialist counselling and support online or via the telephone to help staff deal with all life events, crises and problems, including drug and alcohol abuse, addiction and resulting symptoms such as anxiety and depression. The company aims to answer questions immediately or refer staff to the most appropriate advisor, counsellor or source of information all completely confidential.

### **Workplace Options**

Tel: 0800 243458 (24-hours a day, 7 days a week)

<http://www.workplaceoptions.co.uk>

### **CGL BaSIS Greenwich**

CGL BaSIS recognises that many people across all ages and social boundaries use alcohol and drugs. As long as you either live, work or study in Greenwich and are over 18 years old, CGL BaSIS will be able to support you. If you are drinking alcohol or using drugs, CGL BaSIS can help you to make the changes that you would like to make, and support you in working towards your goals. You may be concerned about your alcohol or drug use, or feel that you are no longer in control of it and that it is affecting your decision making abilities. They will also be able to offer support to individuals who are concerned, due to unforeseen events about their, r drug and/or alcohol use and how to address this. For more information about the help and services available please visit:

<https://www.changegrowlive.org/content/cgl-basis-royal-borough-greenwich>

020 3696 2640

### **NHS Choices**

NHS Choices is the UK's biggest health website, putting you in charge of your health care

<http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

### **Alcohol Concern**

Alcohol Concern is a charity working in England and Wales trying to change the conversations and attitudes people have about alcohol, providing help and advice with drinking, including an on-line tool to measure your consumption.

<https://www.alcoholconcern.org.uk/>

### **Drinkaware**

Drinkaware is an independent charity (whose funding includes the drinks industry) which aims to reduce alcohol-related harm by helping people make better choices about

their drinking, providing impartial, evidence based information, advice and practical resources, raising awareness of alcohol and its harms.

<https://www.drinkaware.co.uk/>.

### **Alcoholics Anonymous (A.A.) Great Britain**

Tel: 020 7833 0022 (London helpline – 10am to 10pm)

Tel: 0845 769 7555 (24-hour, 365 days a year national helpline)

<http://www.alcoholics-anonymous.org.uk/>

A.A. provides a confidential helpline for people who are alcoholic or have a drinking problem, want to stop drinking and stay sober. It provides callers with local contacts and details of local groups that meet weekly in the London area, as well as literature that describes the Fellowship of A.A. and the suggested Twelve Step programme of personal recovery. The website provides further information and lists the calendar of events and service meetings.

### **Adfam**

Adfam provides support, advice and information for families affected by someone's drug or alcohol use. Adfam currently offer support via local treatment services in Greenwich, this includes one-to-one therapeutic sessions and group sessions.

Email: [e.spiegler@adfam.org.uk](mailto:e.spiegler@adfam.org.uk)

<https://www.adfam.org.uk/>

### **Al-Anon Family Groups UK & Eire**

Tel: 020 7403 0888 (confidential helpline, available 10am-10pm, 365 days a year)

[www.al-anonuk.org.uk](http://www.al-anonuk.org.uk)

Email: [enquiries@al-anonuk.org.uk](mailto:enquiries@al-anonuk.org.uk)

Al-Anon provides support and understanding to anyone whose life is, or has been, affected by someone else's drinking. It allows families and friends of alcoholics to share their experience at support groups in order to solve their common problems.

### **Narcotics Anonymous (NA)**

Tel: 0300 999 1212 (National UK helpline, open 24 hours a day, 7 days a week)

Tel: 020 7251 4007 (service office telephone for literature, etc.)

<http://www.ukna.org/>

Email helpline: [NAHelpline@ukna.org](mailto:NAHelpline@ukna.org)

Narcotics Anonymous is a non-profit society for whom drugs have become a major problem. It is an organisation of recovering addicts who meet regularly to help each other stay clean. Membership is open to anyone with a drug problem seeking help,

regardless of what drug or combination of drugs they have used. NA offers a confidential helpline for people who think they may have a drug problem, want to stop using drugs and stay clean. It also provides information about weekly meetings in the London area, literature that describes NA and the 12 Step programme of recovery.

**Other useful Websites and documentation:**

<http://www.hse.gov.uk/alcoholdrugs/>

Greenwich Health and Safety Management System

Royal Greenwich Intranet. See section 3.4.23 on Alcohol and Drugs