

Optimal Risk Training

Drug, Alcohol and Substance Misuse Policy

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Change history

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1. Scope

This policy applies to all learners of Optimal Risk Training.

All employees, instructors, assessors and all those who work on behalf of Optimal Risk Training, must also be aware of the wider HR and behavioural policies of Optimal Risk Group, including, but not limited to:

- ORG-HR-00-ORG Employee Handbook
- ORG-HR-09-Discipline Policy & Procedure
- ORG-HR-13-Professional Standards of Behaviour

2. Alcohol & Drugs Policy

Optimal Risk Training ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and learners.

Similarly you have a reciprocal responsibility to yourself, colleagues and fellow learners.

The use of alcohol and drugs may impair the safe and efficient running of the learning environment and/or the health and safety of our employees and learners.

The use of drugs and/or excessive consumption of alcohol is prohibited at all times whilst at work or undergoing guided learning activities.

For the purposes of this policy, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

2.1. Staff discipline

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.

2.2. Learner discipline

If your performance or attendance at guided learning activities or submissions is affected as a result of alcohol or drugs, you may be asked to leave the learning environment without notice or refund.

3. Alcohol & Drugs Policy – Enforcement Procedure

Should a Learner/ Instructor /Assessor or any other individual involved in training or assessment delivery, be suspected of being under the influence of illegal drugs or alcohol they will be asked to leave the course immediately.

The decision on if a relevant person is or is not under the influence of illegal drugs or alcohol will be made by the next senior Instructor, Assessor or Centre Manager.

Relevant Awarding Bodies may be informed any incident relating to a training event or qualification.