Torbay and South Devon NHS Foundation Trust

Misuse of Alcohol, Drugs & Other Substances by Staff (WB4)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Equality and Diversity team on 01803 656680.

Torbay and South Devon NHS Foundation Trust

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Date of Issue:	July 2016	**Next Review Date:**	January 2027
Version:	1	**Last Review Date:**	July 2016
Author:	Occupational Health and Wellbeing Manager together with Alcohol and Substance Misuse Team		
Directorate:	Workforce and Organisational Development		

Approval Route	
Approved By:	**Date Approved:**
JCNC	1 July 2016

Links or overlaps with other policies:	
Need to list all policies that are referred to, or have links to this policy. List them in numeric order.	

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1		**Sept 2026**	Review date extended as per Audit and Risk Group Approval	ARC

Torbay and South Devon NHS Foundation Trust

Rapid Equality Impact Assessment

Policy Title (and number)	Misuse of Alcohol, Drugs and other Substances by Staff				
Policy Author	Health & Well Being Lead				
Version and Date (of EIA)	Version 1 July 2016				
Associated documents (if applicable)					
RELEVANCE: Does the aim/purpose of the policy relate to each of the aims of the Public Sector Equality Duty?					
• **Eliminate unlawful discrimination or other conduct prohibited by the Equality Act 2010**					Yes ☐ No☒
• **Advance equality of opportunity between people from different groups**					Yes ☐ No☒
• **Foster good relations between people from different groups**					Yes ☐ No☒
SIGNIFICANCE AND IMPACT: Consider the nature and extent of the impact, not the number of people affected.					
Does the policy affect service users, employees or the wider community? (if no, proceed to sign off)					Yes ☒ No☐
Does the policy affect service delivery or business processes?					Yes ☒ No☐
Does the policy relate to an area with known inequalities (deprivation/unemployed/homeless)?					Yes ☐ No☒
Does the policy use inclusive language throughout and is it fully accessible?					Yes ☒ No☐
EQUALITY ANALYSIS: How well do people from protected groups fare in relation to the general population? ***PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below***					
Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)					
Age	Yes ☐ No☒	Disability	Yes ☐ No☒	Sexual Orientation	Yes ☐ No☒
Race	Yes ☐ No☒	Gender	Yes ☐ No☒	Religion/Belief (non)	Yes ☐ No☒
Gender Reassignment	Yes ☐ No☒	Pregnancy/ Maternity	Yes ☐ No☒	Marriage/ Civil Partnership	Yes ☐ No☒
Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers; travellers; homeless; convictions; social isolation; refugees)					Yes ☐ No☒
Please provide details for each protected group where you have indicated 'Yes'.					
What if any, is the potential for interference with individual human rights? (consider the FREDA principles of Fairness/ Respect/ Equality/ Dignity/ Autonomy)					
NONE					
RESEARCH AND CONSULTATION					
What is the reason for writing this policy? (What evidence/ legislation is there?)					
Sets out Trust's position on substance misuse and process for supporting staff.					
Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?					
Staff Side, HR, OH Physician, Alcohol and Substance Misuse Service Manager					
ACTION PLAN: Please list all actions identified to address any impacts					
Action			**Person responsible**		**Completion date**
AUTHORISATION					
Name of person completing the form	Trudi May		**Signature**		
Validated by (line manager)			**Signature**		

Please contact the Equalities team for guidance:
For South Devon & Torbay CCG, please call 01803 652476 or email marisa.cockfield@nhs.net
For Torbay and South Devon NHS Trust, please call 01803 656676 or email pfd.sdhct@nhs.net
This form should be published with the policy and a signed copy sent to your relevant organisation.