

Harrow Shared Lives Scheme Policies & Procedures No. 50

Smoking and the Use of Alcohol and Drugs in the Service

Smoking can be a serious fire risk and a serious health risk (to smokers and non-smokers) and is illegal in some places. Certain drugs are illegal. Both alcohol and drugs can be a serious health hazard and affect people's behaviour and relationships as well as their ability to do their job. All of these things mean that Harrow Shared Lives Scheme has to take action to work within the law and to safeguard the health, safety and well being of people using and working in the service.

How would this happen?

Amongst the things that will be taken into consideration when we match you with a suitable Shared Lives (SL) Carer will be whether you are a smoker yourself and whether you have any preferences about being in a situation with other people who smoke. If you are a smoker a risk assessment and risk management plan will be included and reviewed as part of your Service User Plan, in order to make sure the fire and health risks are minimised in the SL arrangement. If you wish to give up smoking your SL Carers can support you in this and/or in accessing the counselling and health services that are available to help with this.

Each SL Carer will have particular house rules for his or her own home and some of these may relate to smoking or drinking. You will be given information about these house rules before making a decision to go ahead with a SL arrangement, so that you can decide whether it is the right kind of arrangement for you. The information about house rules will also be written in your SL Agreement. If you disregard the house rules or the responsibilities you have in the SL Agreement this may lead to the ending of the arrangement.

SL Carers and workers in the service have to be able to undertake their work safely and competently at all times. For this reason their consumption of alcohol, medication or other substances must be limited so that they can be in full control of a working situation at all times. If they place you and/or other people and/or themselves at risk by working when under the influence of alcohol or drugs, this will usually be

considered a conduct or performance issue, in which case this will be dealt with through disciplinary proceedings for workers and for SL Carers through having their approval reviewed by the Approval Panel. However if patterns of absenteeism or poor health or behaviour point to a possible health issue such as dependency or addiction this will be raised with them and they will be advised to access the counselling and health services that are available to help with this. Time off will be allowed for workers in line with normal sickness procedures and a full performance review will take place when they return to work. SL Carers may take a break from providing SL arrangements with a review of their approval at the end of this period.

If a worker is found to be under the influence of alcohol or drugs while at work, he/she will immediately be sent home. If SL Carers are found to be under the influence of alcohol or drugs while supporting or caring for a person, the risks in the situation will be assessed and suitable alternative care arrangements made. (This could be a short-term arrangement covering a single incident or a longer-term arrangement if necessary.)

Drinking moderate amounts of alcohol is a normal and enjoyable part of many people's lives and you have the right to make choices and lead the kind of life you want. However if your own use of alcohol or drugs is affecting your behaviour and/or relationships in the SL arrangement your SL Worker will discuss this with you so that you are able to understand all the possible consequences and have the opportunity to access the counselling and health services that can help you if you wish. If the use of alcohol or drugs by your relatives or friends is causing a problem for you and/or others in the SL arrangement, this will also be discussed with you and/or your relatives or friends so that the possible consequences are fully understood. If the problem cannot be resolved, this may mean that the SL arrangement has to end.

People working in or visiting our office(s) will not be able to smoke in the building / may smoke in the grounds or a specially designated area.

The use of illegal drugs anywhere in the service will be reported to the Police.

See these other policies and procedures and documents for further information on:

- Standards of conduct and practice
- Making choices and decisions
- Risk assessment and risk management
- Health and safety
- Fire safety

- Confidentiality
- Staying healthy and making use of health resources
- Matching
- Service User Plan
- Individual planning, monitoring and review
- SL Agreements
- Disciplinary procedure (for workers and managers in the service)
- Supporting and reviewing SL Carers