

Wellbeing at Work Awards

Drugs, Alcohol and Tobacco

Name of Business:

Contact Name:

Contact Email:

Date Started:

Date Submitted:

Date Achieved:

Date of Three-Year Review:

Employers should read through the [Drugs, Alcohol and Tobacco Toolkit](#) before completing the assessment.

Businesses should prepare for a review every three years for each toolkit completed.

- **Red = Poor progress:** There are issues with this particular action. It may be that action is yet to be taken or there have been some significant delays in implementing the action.
- **Amber = Good progress:** The action has been partially achieved and further evidence is required.
- **Green = we meet the action:** The action is fully implemented and is performing to a high standard and no further action needed.

Assessment Criteria	Narrative describing how you are meeting the Criteria	Evidence Required	Comments from Wellbeing at Work	Red Amber Green
1) Describe the commitment from senior management demonstrating that policies on alcohol, drugs, and tobacco are central to the organisation's approach to health and wellbeing. Describe how legal obligations concerning alcohol, drugs, tobacco, and risk management in the workplace are being met.		Policy, procedures, etc.		
2) Do you have an alcohol and substance misuse policy? Does this include the misuse of prescription drugs? Do you include information on support and help available? What information and advice do you make available for employees to encourage them to consider their own use of alcohol and drugs, and to measure if their consumption is risky for their health? Do managers know what to do if they suspect an employee's drinking or drug use is affecting their work? Do managers have training on how to handle		Copy of policy.		

sensitive conversations?				
3) What is the smoking policy? How do you support staff to quit smoking and do you promote Stoptober? Do you signpost staff to One You Plymouth for stop smoking support? What role do Wellbeing Champions play in promoting stopping smoking?		Copy of policy		

Resources

- [One You Plymouth](#) offers advice, guidance, and support on becoming a healthier you! Exercise, diet, stress, smoking and alcohol reduction.
- [Adfam](#) is a national charity tackling the effects of alcohol, drug use or gambling on family members and friends. We improve life for thousands of people.
- [Harbour Centre Drugs and Alcohol Services](#) A Plymouth-based charity, providing drug and alcohol services to people with complex lives.
- [MECC \(Making Every Contact Count\)](#) is about using our everyday encounters with other people to support healthier lifestyles. MECC is based on having brief empathetic conversations, which can help support a person's motivation to change. Free virtual training course for businesses from Wellbeing at Work.
- [Live Well - NHS \(www.nhs.uk\)](#) NHS advice about healthy living, including eating a balanced diet, healthy weight, exercise, quitting smoking and drinking less alcohol.
- [Managing drug and alcohol misuse at work - Overview - HSE](#) Health and Safety Executive - managing drug and alcohol misuse at work