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**How to deal with someone suspected to be under the influence of drugs or alcohol**

If you reasonably believe that a member of staff may be under the influence of drugs, alcohol or other substances at work, it is important to take action as a matter of urgency, to ensure that the individual is not a danger to themselves or others.

If the member of staff appears to be suffering from ill-effects of substances, for example, they are incoherent, confused, drowsy or vomiting, seek assistance from a first-aider. If necessary, call 999 for an ambulance.

In the event that medical assistance is not required the member of staff should be sent home. Wherever possible, ask another manager to verify the indications of being under the influence. The manager should take reasonable steps to ensure that the individual can get home safely, for example, by calling them a taxi. If it is known the member of staff drives to work, they should be discouraged from driving. No one however, should put themselves in any danger in order to do so, eg by attempting to physically prevent the individual from doing so. If you reasonably believe an individual is under the influence and they intend to drive home, consider if it is appropriate to contact the police and provide them with any relevant information.

On the individual’s return to work, arrange an initial meeting with them to discuss the circumstances and ask them for their version of events. Take advice from HR on next steps. It may be appropriate to commence a formal investigation into the matter under the University Disciplinary Policy and Procedure.

In the event that the individual confirms that they have a substance misuse issue, seek support from Occupational Health, and see our Guidance for Managers on Substance Misuse.