

Alcohol, Smoking and Substance Misuse Level 2

Smoking is the leading cause of premature death and preventable illness in England. Smokers take between **1 and 2.7 more days off sick** per year than non-smokers.

17m working days are lost annually through absences caused by alcohol.



An estimated **8.5%** of **16 - 59** year olds took any drug last year.



Anonymous online alcohol **self-assessment tools** can help employees consider health risks and encourage behaviour change.



E-cigarette use is likely to be at least **95% less harmful** than smoking.



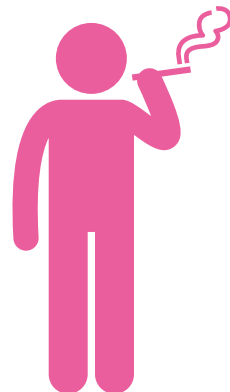
71% of smokers would find free information at work on quitting smoking useful.



Approx **1.5 million people** are addicted to prescription and over-the-counter medicines, which can affect performance, concentration or alertness.



Staff who smoke are **33% more likely** to be absent from work than non-smokers.



Smoking costs employers **£5.3 billion** through increased sickness absence and smoking breaks.



A quarter of the population drink alcohol at levels that increase their long-term risk of becoming ill.

Through lost productivity alone, the business cost in England of alcohol-related harm is **£7 billion**.



Employees who **misuse drugs and/or alcohol** are more likely to take time off, display poor performance and increase the risk of accidents.

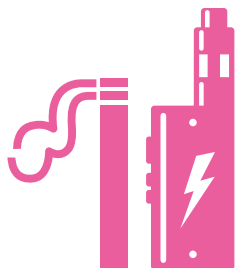


Alcohol, Smoking and Substance Misuse Level 2: Criteria

Develop a supportive workplace culture and environment around smoking, alcohol and substance misuse.

Guidance:

- It is important to ensure employees feel able to seek support and that employees with a drug or alcohol problem that ask for help are treated in a discreet and confidential manner.
- Consider how employees are supported within the organisation and how the organisational approach to smoking, alcohol, and substance misuse is communicated.
- Consider supporting employees by allowing time off work to attend appointments.



Local/National Resources:

Smoking, alcohol and substance misuse

BITC drugs, alcohol and tobacco [toolkit](#)
WCC health and wellbeing [webpages](#) including local services and support
Better Health [website](#) and national support
HSE managing drugs and alcohol misuse in the workplace [guidance](#)

Alcohol and substance misuse policy

WWW policy guidance [template](#)

Alcohol

WCC alcohol [webpage](#) including local services and support
Cranstoun alcohol and substance misuse service [website](#)
Better Health - drink less [website](#) and national support
BHF alcohol [guide](#)
Alcohol Change UK [website](#) including campaigns
Drinkaware [website](#)
e-LfH alcohol identification and brief advice [training](#)
Substance misuse
WCC drugs [webpage](#) including local services and support
Cranstoun alcohol and substance misuse service [website](#)
NHS drug support [information](#)
NHS effect of drugs [information](#)
HSE managing drugs and alcohol misuse in the workplace [guidance](#)

Develop and implement a written alcohol and substance misuse policy.

Guidance:

- The policy should:
 - » Cover the misuse of alcohol and other substances in the workplace/ within working hours
 - » Help and support those experiencing alcohol and substance misuse problems
- Consider how you will ensure that employees and visitors are aware of the policy and that it is adhered to
- Consider sending the policy to employees to sign when they have read it, including in induction/ handbooks, highlight it in job advertisements and letters of appointment
- Consider including guidance regarding offering alcohol for hospitality reasons
- Ensure the policy is reviewed regularly and kept up to date

