



health at work



Joint Staff Health Action Plan

Alcohol and Drugs

Topic Guidance



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Overview

The Staff Health Action Plan (HAP), a joint plan between NHS Greater Glasgow & Clyde and Glasgow City Council, was launched in September 2008. The three year plan aims to provide an opportunity to improve the health and wellbeing of employees and their families across Glasgow and the wider area.

The staff health action plan addresses three strategic areas of health in the workplace:

- Physical Activity and Healthy Weight
- Mental Health & Wellbeing
- Alcohol

Both organisations are committed to the Healthy Working Lives Award programme and are currently working towards the Silver level of award. The Silver Healthy Working Lives award requires the organisations to have appropriate workplace alcohol and drugs policies which support both managers and employees.

This alcohol and drugs guidance pack has been developed to help you raise awareness of issues around this topic within your workplace. This pack provides information and sign posting to the necessary literature and support to conduct an information campaign, an interactive event or training to support the policy on alcohol and drugs.

Running an information campaign within your workplace is a great way of raising awareness of issues around alcohol and drugs and also highlighting sources of support. When planning an information campaign this resource pack can be used to identify the literature you may wish to distribute. This pack includes a summary of literature available free of charge from the Public Education Resource Library (PERL), The Scottish Drugs Forum, The Health and Safety Executive, Know the Score and Alcohol Focus Scotland and the Glasgow Council on Alcohol There are also additional sources of information and support outlined in this pack that can be promoted to employees.

This alcohol and drug guidance pack offers some ideas on how to engage your employees through PlaySafe sessions, mocktail bars and Glasgow GRAND Week. There are also bookable resources available directly from the Health at Work workplace health improvement team for your team to borrow. The pack also details training available to employees and links to KSF and PDP competencies as appropriate and includes information on specialised support.

As part of the maintenance and progression through the Healthy Working Lives (HWL) Award workplaces should ensure that all activities are evaluated and accompanied by relevant information to distribute to employees.

Health at Work can provide you with an alcohol pop up display to enhance your information campaigns. To order please contact your link officer. Visit www.healthscotland.com to download a health events calendar to co-ordinate your information and activity campaigns with national campaigns.

Please note that the content of this alcohol and drugs pack is not exhaustive.

Information

Public Education Resource Library

www.phru.net/perl

Alcohol and Drugs in the Workplace: a simple guide

This guide explains why having an alcohol and drugs policy in the workplace policy is useful; legal duties and obligations; the process of creating a policy; and key elements of a policy. It also contains list of agencies that can provide expert help in developing a policy.

Alcofacts: a guide to sensible drinking

This leaflet explains what you need to know about alcohol, and how, if you choose to, you can drink it sensibly.

Alcohol Unit Calculator How much did you drink?

Disc which can be used to calculate and monitor alcohol consumption and units contained in each drink.

Recognising Problem Drinking

This leaflet targets adults and covers how to spot a problem with alcohol and what you can do about it.

What's in a drink?

This leaflet targets adults and aims to give the straight facts about alcohol.

Alcohol and Stress

This leaflet targets adults and aims to find out why alcohol can make stress worse and provides information about better ways to cope.

Know the score: drugs - take control - make the call

Postcard giving Know the score helpline number and website address.

The above resources can be ordered free of charge in small amounts. Details of how to order and a copy of the order form can be found at the web address above.

Staff Intranet Sites

www.staffnet.ggc.scot.nhs.uk

www.connect.glasgow.gov.uk

Information on alcohol and staff initiatives is available on the staff intranet sites via the Your Health pages including an alcohol information leaflet and festive alcohol campaign.

Scottish Drugs Forum

www.sdf.org.uk

Methodone at Work: Guidance for Employers

A guide giving the facts about working whilst on methadone. This guide is designed to help employers make informed choices about recruiting employees on a methadone programme.

Health and Safety Executive

www.hse.gov.uk/pubns/index.htm

Drug Misuse at Work-A Guide for Employers

Guidelines for developing policies to deal with drug related incidents in the workplace.

Don't Mix it! A Guide for Employers on Alcohol at Work

Booklet designed to help small to medium businesses deal with alcohol related issues at work.

Know the Score

knowthescore.info/materials/

Drug Recognition Guide

A compact directory of information on various substances including facts on symptoms, effects and dangers of substance use.

Pocket Guides

Download or order a pocket guide on various substances. This guide provides information about each substance including addiction levels and how to deal with an emergency.

www.hit.org.uk

You can order copies of the Basic Drug Facts Cards on this website, as well as other educational resources on alcohol and drug issues.

Drug Scope

www.drugscope.org.uk

The Drug Scope website has a drug search section which has a useful guide to drugs, a section for ordering publications and links to news and reviews.

The Drink Aware Trust

www.drinkaware.co.uk

This site provides a wide range of resources in a print friendly format. For example:

Alcohol and breastfeeding

Tips on cutting down

Dink driving and the legal limit

Alcohol Focus Scotland
www.alcohol-focus-scotland.org.uk

Alcohol and Behaviour

Leaflet about the effects alcohol can have on mood and behaviour.

Alcohol and Women

Information leaflet on sensible drinking and specific risks to women.

Drink and the Driver

Details on what the law says about drink – driving and how to keep yourself and others safe.

Alcohol and Drugs Factsheet

This factsheet explores the use of alcohol with drugs.

Glasgow Council on Alcohol

www.thegca.org.uk

Glasgow Council for Alcohol has a number of factsheets and leaflets available and can be ordered direct from GCA above. These include:

Weight for It

Counseling

Group Work

Training

Volunteering

CASS

ACE

Prevention & Education

Activities

Playsafe in Glasgow

www.playsafeinglasgow.com

Alcohol Awareness Sessions for Workplaces

To help you promote safer drinking amongst your staff, PlaySafe is offering a free workshop for your employees in your workplace. The session will be tailored to suit the needs of your workplace and will include three 15 minute segments. The first two components 'attitude and culture' and 'unit calculation' are core however your workplace has the option of the third 15 minute segment from the following four choices:

- 1) Plan your night out and stay safe
- 2) Alcohol, the body and health
- 3) Alcohol, calories and nutrition
- 4) Alcohol and driving

This allows you to tailor your session to suit the requirements of your workforce.

All workshop participants from your workplace/team will receive information and resources to take away. There is also a free advertising pack to promote this workshop to your employees. For more information on how to access a free PlaySafe session for your team or to request an advertising pack please call the Health at Work team on 0141 314 0024 or email healthatwork@ggc.scot.nhs.uk. Alternatively contact the Glasgow Council on Alcohol on 0141 353 1800

Mocktail Bars

Mocktails are an alcohol free alternative to cocktails and are a great way of demonstrating how non - alcoholic drinks taste great whilst promoting responsible drinking. Mocktails are also an enjoyable alternative to alcoholic drinks when socialising during working hours. Provide taster sessions and distribute mocktail recipes along side awareness raising literature.

For further information on mocktail events please contact the Glasgow Council on Alcohol on 0141 353 1800

Glasgow's GRAND week

GRAND week takes place in September throughout Glasgow and aims to raise awareness of alcohol and drugs issues and services. It works to involve communities in tackling alcohol and drug issues and also helps build partnerships between communities, services and organisations.

GRAND Week includes a series of locally led activities and events across Glasgow including arts and drama productions, awareness raising events and project open days.

For further information about GRAND week please contact Stephen Birrell, Service Manager (Alcohol, Drugs and Communities), Glasgow Community & Safety Services. Tel 0141 276 7654

stephen.birrell@drs.glasgow.gov.uk or visit www.glasgowgrand.org

Alcohol Awareness Week

www.alcoholawarenessweek.com

If you're running an alcohol awareness campaign in your workplace why not link it in with Alcohol Awareness Week which runs in October each year. Visit the link above to get information and resources to support you're campaign.

For information on this years campaign and to obtain a resource pack please contact the Health at work team on 0141 314 0024 or email healthatwork@ggc.scot.nhs.uk

Alcohol Interactive Events

The Alcohol Prevention & Education teams can provide interactive events at your workplace. The events include interactive banners and quizzes to look at alcohol units, myths and facts around alcohol. To book events please contact the Prevention & Education teams below:

South West P&E team: Lorraine Thomson 0141 883 8111

North P&E team: Jim McSorley 0141 558 7744

West P&E team: Irene Scullion 0141 949 0777

East P& E team: Gilliam Cardow 0141 556 6631

Health at Work **Bookable Resources**

Health at Work has the following alcohol and drugs resources available for workplaces to borrow to promote alcohol awareness and safer drinking.

What's in a unit display

This pack contains display models of common drinks and the unit alcohol content of each. Display both together to educate users on the accurate unit content of popular drinks.

Spin the Bottle

This is an interactive game designed to demonstrate the dangers of drinking alcohol. In an informative and entertaining way Spin the Bottle highlights diseases and conditions related to alcohol use as well as the personal and social consequences.

Beer Goggles

This pack contains interactive tasks for participants to complete whilst wearing a pair of 'beer goggles'. This simulates visual impairment when under the influence. The aim of these tasks is to highlight the effects of alcohol on an individual's judgement and to prompt discussion around implications of this.

Clever Catch Ball

With an emphasis on drugs and alcohol, this ball is a great way to introduce the difficult topic of substance abuse to students. Includes more than 30 questions about how drugs and alcohol affect the body, relationships, and lifestyle.

Q&A Cube

This inflatable cube is a great way to address the consequences of drug abuse. Players roll the cube and use both the word on the inside cube and the substance pictured on the outside cube to start a discussion

Remote Control Cars

This colourful, radio-controlled, 11"-long car is perfect for classroom demonstrations. Participants can try to steer the car through an improvised driving course after setting up the included champagne glass pylons

Drugs Box

If you would like to borrow any of these resources please contact your link advisor or call the Health at Work team on 0141 314 0024.

Training

The Alcohol and Drug Skills for Line Managers is open to any manager in NHS GG&C or Glasgow City Council. The training is tailored to each organisation's alcohol and drug policy.

The Alcohol Brief Intervention Training is aimed at front line staff employed by CH(C)Ps across Greater Glasgow and Clyde whom work in health and social care with client contact.

The Tier 1 and 2 Alcohol and Drugs One Day Awareness Training is available for front line staff to access whom work within Health, Social Care and Voluntary Organisation settings within the community. This training is aimed to support staff working in a non-addictions settings and require a level of knowledge, skills and awareness in relation to alcohol and drugs issues within their day to day role.

Name of course	Duration	Target Audience	Capacity	Learning outcomes	KSF dimension	Contact
Alcohol and Drug Skills for Line Managers	Half day	Line managers	16 per course Delivered on request	<ul style="list-style-type: none"> • Increase knowledge of the impact of alcohol and drugs on the workforce • Increased knowledge of all forms of substances and their impact on the individual and workplace • Increase awareness of the legal framework within which to implement workplace alcohol and drugs policies • Increased awareness of implementation of alcohol and drugs policies • Increased confidence in dealing with staff issues around alcohol and drugs 	Core 3 Health, Safety and Security General 6 People Management	<p>NHSGG&C: Kenneth Fleming Head of H&S kenneth.fleming@ggc.scot.nhs.uk</p> <p>Glasgow City Council: Health Action Plan Coordinator 0141 287 5273</p> <p>General Info: Alex Connor Health at Work Tel 0141 310 0024 healthatwork@ggc.scot.nhs.uk</p>
Alcohol Brief Interventions Training	1-day or ½ day available	CHCP Staff both Health and Social Work but some local areas are expanding	15 – 20 people per session dependant on whether 1 or 2 trainers are	<p>Covers the following Units:</p> <ul style="list-style-type: none"> • Brief Interventions: What and Why? • Attitudes to Alcohol • Units and Drinking Limits • Brief Intervention Observation (DVD) 	<p>Links to the following KSF standards for NHS staff</p> <ul style="list-style-type: none"> • C1 Communication • C2 Personal & People Development • C5 Quality • C6 Equality & Diversity 	<p>Sarah White ABI Project Team 0141 276 6600/04 Sarah.white@sw.glasgow.gov.uk</p>

		staff groupings – please check	delivering	<ul style="list-style-type: none"> • Barriers and Concerns of ASBI • Raising the Issue of alcohol with patients/service users • FAST Screening & Feedback • Brief Interventions - Choosing an Approach • Brief Interventions Delivery: Putting it all together • Referral & Resources • Evaluation & Data Monitoring / Q&As 	<ul style="list-style-type: none"> • HWB1 Promotion of Health and Wellbeing and prevention of adverse effect on health and wellbeing • HWB2 Assessment & care planning to meet people’s health and wellbeing needs • HWB4 Enablement to address health and wellbeing needs • HWB5 Provision of Care to meet health and wellbeing needs • HWB6 Assessment and treatment planning • HWB7 Interventions & treatment <p>Links to the following NOS Standards</p> <ul style="list-style-type: none"> • HT3 Enable Individuals to Change their Behaviour to Improve their own Health and Well-being • HSC33 Reflect on and Develop Your Practice 	
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					<ul style="list-style-type: none"> • AH10 Employ Techniques to Help Individuals to Adopt Sensible Drinking Behaviour • AD1 Develop and Sustain Effective Working with Staff from Other Agencies • HSC233 Relate to and Interact with Individuals • AA1 Recognise Indications of substance misuse and Refer Individuals to Specialists <p>AA1.1 Recognise Indications of substance misuse</p> <p>AA1.2 Refer Individuals with Indications of substance misuse to Specialists</p> <ul style="list-style-type: none"> • HSC31 Promote Effective Communication for and about Individuals 	
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Alcohol Awareness Training	One Day	Health, Social Care and Voluntary Organisation Staff working in Community	15 participants per course	<p>What is alcohol? How does it affect the body? Units? Understand toxic qualities, units, and what is meant by safe / controlled drinking.</p> <p>Models of alcohol problems. Understand origins of alcohol problems and 'breaking' addiction.</p> <p>Models of intervention – Theory, cycle of change, brief interventions, core conditions and; social learning model and medical (12 step) model.</p> <p>Understanding principles of current intervention strategies around harm reduction.</p> <p>General overview (Scotland), trends and referral agencies.</p> <p>Problems and alcohol - managing the individual towards change.</p>	Currently being worked on will be included shortly	Cheryl Glancy Tier 1 and 2 Co-ordinator or Sarah White Administrator :- 0141 276 6632 or 0141 276 6617 Cheryl,glancy@glasgow.gov.uk or sarah.white@glasgow.gov.uk
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				<p>Overcoming barriers to change.</p> <p>Street Names. establish current street names for illicit drugs and prescribed medication.</p> <p>Drug Groups and Effects highlight the main groups of drugs and how they affect the brain and body.</p> <p>Drug Information: An interactive presentation allowing for participants to identify common drugs of misuse, methods of use, and view paraphernalia associated with drug use.</p> <p>Chaotic Drug Use: Participants will explore the many long-term issues often present for recovering drug users, such as HEP C.</p> <p>Medication and Interventions used to treat drug dependence: An overview of</p>		
Drugs Awareness Training	One Day	Health, Social Care and Voluntary Organisation Staff working in Community	15 participants per course		Currently being worked on and will be included shortly	Cheryl Glancy Tier 1 and 2 Co-ordinator or Sarah White Administrator :- 0141 276 6632 or 0141 276 6617 Cheryl,glancy@glasgow.gov.uk or sarah.white@glasgow.gov.uk

				<p>the help, support, medication and interventions currently used in detoxification and maintenance programmes.</p> <p>Understanding Drug Use: An overview of models and theories of addiction and dependence.</p> <p>Drugs and the Law: Interactive discussion and exercise on the classifications of individual drugs and current drug laws and legislation.</p>		
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Further Training

Further training is available from the Glasgow Council on Alcohol and may be suitable for training needs identified in PDPs or for specialist roles. These include:

Weight For It

DPKY

Alcohol and Mental Health

Parents

Dug & Alcohol Awareness for Youth Workers

How Alcohol Affects Families

New Year New You sessions

COSCA training level 1-5

Advanced Alcohol awareness

Women and Alcohol

Young People and Alcohol

For further information on any of the training highlighted above please contact the Glasgow Council on Alcohol on 0141 353 1800 or e-mail: email@thegca.org.uk

Self Help **&** **Support**

TYPES OF SUPPORT AVAILABLE

Self Help

Some people may prefer to access support online and there are a wide range of websites to help people review their drinking patterns with the aim of cutting down.

Know the Score – get help with drugs problems

The Know the Score Directory contains information on national organisations, drug action teams and local drug services.

0800 587 5879

www.knowthescore.info

Scottish Drugs Services Directory – enter your postcode for local support

www.scottishdrugservices.com

Check My Lifestyle – Health at Work’s lifestyle website

www.checkmylifestyle.com

Down your Drink – an NHS endorsed site to help measure your drinking levels

www.downyourdrink.org.uk

Alternatively telephone helplines can offer one to one support:

Drinkline Scotland

0800 7 314 314

National Drugs Helpline

0800 77 66 00

Glasgow Council on Alcohol

0141 353 1800

E-mail: email@thegca.org.uk

Help at Work

Both NHS Greater Glasgow and Clyde and Glasgow City council offer support for people experiencing difficulties with alcohol.

NHS Greater Glasgow and Clyde:

Occupational Health Service

For details of your nearest clinic see Staffnet

www.staffnet.ggc.scot.nhs.uk/Info%20Centre/For%20Staff/Your%20Health/Pages/Occupational_Health.aspx

Employee Counselling Service

Free confidential counselling for staff

www.staffnet.ggc.scot.nhs.uk/Info%20Centre/For%20Staff/Your%20Health/Pages/Occupational_Health.aspx

Tel 0800 389 7851

Glasgow City Council

Employee Assistance Provider

Workplace Options

0800 247 1100

www.workplaceoptions.co.uk

Counselling

Counselling aims to help you identify and deal with the problems you feel you have. It consists of a series of private meetings between you and your counsellor, to talk through your problems. The main provider of alcohol counselling in Scotland is the network of Local Councils on Alcohol.

Glasgow Council on Alcohol

7th Floor Newton House

457 Sauchiehall Street

GLASGOW

G2 3LG

0141 353 1800

E-mail: email@thegca.org.uk

Website: www.thegca.org.uk

Greater Easterhouse Alcohol Awareness Project (GEAAP)

Trondra Building

51 Trondra Place

Easterhouse

Glasgow

G34 9AX

0141 773 1222

E-mail: geaap1@btconnect.com

Website: www.uk.geocities.com/geaap

Renfrewshire Council on Alcohol (RCA) Trust

Mirren House

Back Sneddon Street

Paisley

PA3 2AF

0141 887 0880

Email: info:rcatrust.org.uk

Website: www.rcatrust.org.uk

Dumbarton Area Council on Alcohol:

Dumbarton Office 01389 731 456

Clydebank Office 0141 952 0881

East Renfrewshire Substance Misuse Team

0141 577 3368

Inverclyde Counselling Service
01475 785 695

Social Work Support

Support to address problems associated with alcohol is offered by social work staff and / or alcohol / addiction projects depending on where you live. The help offered might include assessment of the problems you are experiencing followed by one to one support and counselling, groupwork, home visits and help and advice in a crisis.

Detoxification

People who are dependent on alcohol can experience unpleasant and sometimes dangerous withdrawal symptoms when they stop drinking. Medical assistance can help control these symptoms. Medical help to stop drinking can come from:

- GP's.
- Community based alcohol teams, usually made up of nurses and other staff who specialise in working with people with alcohol problems.
- Hospital wards with beds set aside specifically for people who need a high level of medical care when they stop drinking.

Residential Rehabilitation

Some people benefit from a period of time in a residential rehabilitation centre. A referral to residential rehabilitation is usually required from Social Work or the Health Service.

Community Addiction Teams:

West Community Addiction Team

7-19 Hecla Square
Drumchapel

GLASGOW
G15 8NH
0141 276 4330

Callander Street
Woodside Health
Centre
Barr Street, Glasgow
G20 7LR
0141 531 9254

North Community Addiction Team

7 Closeburn St
Possil
GLASGOW
G22 5JZ
0141 276 4580

57 Ruchill St
Maryhill
GLASGOW
G20 9PY
0141 276 6220

East Community Addiction Team

The Newlands Centre
871 Springfield Rd
Parkhead
GLASGOW
G31 4HZ
0141 565 0200

North East Community Addiction Team

Westwood House
1250 Westerhouse Rd
Easterhouse
GLASGOW
G34 9EA.
0141 276 3420

South Community Addiction Team

Twomax Building, 3rd Floor
187 Old Rutherglen Rd
Gorbals
GLASGOW
G5 0RE
0141 420 8100

South East Community Addiction Team

10 Ardenraig Place
Castlemilk
GLASGOW
G45 9US
0141 276 5040

Greater Pollok Community Addiction Team

130 Langton Road
Pollok
GLASGOW
G53 5DP
0141 276 3010

South West Community Addiction Team

Pavillion 1
Rowan Business Park
Ardlaw Street
Glasgow City Council G52 3RX
0141 276 8740

Homeless Addiction Team

55 Hunter Street
Glasgow
Glasgow
G4 OUH
0141 552 9287

South Community Action Team

0141232 8211

Website for all Glasgow Community Addiction Teams:

www.glasgow.gov.uk

Glasgow Addiction Services (HQ) – Claremont Centre

Tel No: 0141 276 6600 for details of your nearest CAT

Clyde Contacts:

Renfrewshire Drug Service

0141 889 1223

Inverclyde Problem Drug Service

01475 502344

Inverclyde Community Drug team

01475 715778

West Dunbartonshire Community Action Team

0141 562 2311

East Dunbartonshire Community Action Team

0141 232 8211

Leven Addiction Services

01389 812018

East Renfrewshire Substance Misuse Team

0141 577 3368

Support Groups

The best-known self-help support group in Scotland is Alcoholics Anonymous. Alcoholics Anonymous is a fellowship of men and women who feel they have lost their ability to control their drinking and have found themselves in various sorts of trouble as a result of drinking. Their primary purpose is 'to stay sober and help other alcoholics to achieve sobriety'.

Alcoholics Anonymous

Baltic Chambers

50 Wellington St

Glasgow

G2 6HJ

0141 226 2214 (Glasgow Office)

0845 76 97 555 (General UK Helpline)

Website: www.alcoholics-anonymous.org.uk

Narcotics Anonymous

Glasgow

PO Box 16177

Glasgow G13 2YT

07071 248 710

Website: www.ukna.org

Cocaine Anonymous

PO Box 26812

Glasgow

G1 9AB

0141 959 6363

E-mail: info@cascotland.org.uk

Website: www.cascotland.org.uk

Additional sources of support:

Al-Anon/Alateen (for families of problem drinkers)

www.al-anonuk.org.uk/

0141 339 8884

National Alcohol Helpline

0800 917 8282

Crisis Support

Some services aim to manage the immediate crisis then help people to access more long-term help, for example, Link up in Glasgow offers a one-stop 24 hour open door facility with no referral necessary.

Link Up

112 Commerce Street

Tradeston

Glasgow

G5 9NT

0141 420 1929

E-mail: mariaac@tpslinkup.freeseve.co.uk

Website: www.turningpointscotland.com

Alcohol & Drugs **Policies**

NHS Greater Glasgow and Clyde

NHS Greater Glasgow and Clyde has recently revised and re-issued the boards Alcohol and Drugs Policy which can be found at:

http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/Corporate%20Health%20and%20Safety/Pages/HSC_Policies_KW_230909.aspx

Glasgow City Council

Glasgow City Council has an existing policy on alcohol and drugs which can be found in the council's conditions of service booklet at:

<http://connect.glasgow.gov.uk/WorkingforUs/ConditionsofService/>

A revised alcohol and drugs policy is expected to be issued in late 2010.

The policies may need to be read in conjunction with other organisational policies such as:

- Health and Safety Policy
- Dignity at Work
- Stress Policy
- Attendance Management
- Disciplinary policy and procedures
- Violence at Work

This resource guide will be reviewed and updated on a 6 monthly basis. If you have any comment or suggestions on the content of this resource guide then please contact the Staff health Action Plan Coordinator on 0141 314 0024.