Polisi Alcohol a Chyffuriau Ysgolion (staff)
School Alcohol and Drugs Policy (staff)

Ysgol Waunfawr

Dyddiad Cymeradwyo/Date Adopted:
Dyddiad Adolygu/Review Date:

Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: _____

Dyddiad: _____

1. Rhagair.

Mae Cyngor Gwynedd wedi ymrwymo i gyrraedd a chynnal safonau Iechyd a Diogelwch ardderchog er mwyn sicrhau iechyd, diogelwch a lles ei holl weithwyr, gwirfoddolwyr ac ymwelwyr â'i safleoedd yn unol â Pholisi Iechyd, Diogelwch a Lles Corfforaethol y Cyngor.

Mae'n ddisgwyliad gan y cyhoedd fod gweithwyr y Cyngor yn darparu gwasanaethau o safon.
Mae'r polisi hwn yn gosod amcanion y Cyngor i ddiogelu a chynnal iechyd, diogelwch a lles holl weithwyr y Cyngor yn benodol, wrth geisio lleihau'r risg o niwed drwy'r camddefnydd o alcohol neu gyffuriau, yn unol â'r Ddeddf Iechyd a Diogelwch yn y Gwaith 1974.

Mae Cyngor Gwynedd yn gwahardd staff rhag yfed nac ychwaith fod o dan ddylanwad alcohol neu gymryd cyffuriau yn ystod oriau gwaith cytundebol, ar eiddo'r Cyngor ar unrhyw adeg a thra ar ddyletswydd / wrth gefn tu allan i oriau gwaith arferol.

At bwrpas y ddogfen hon, diffinnir bod o dan ddylanwad fel:

a) Presenoldeb cyffuriau yn y corff ble nad oes unrhyw reswm meddygol cyfreithlon tros eu defnydd na swm eu defnydd.
b) Presenoldeb alcohol yn y corff yn cael ei adnabod trwy brawf anadl.
(Bydd darlleniad o fwy na 35meicrogram mewn 100 mililitr o anadl yn unol â chanllawiau Rheolwyr yn cael ei ystyried yn camymddwyn difrifol.)

Bydd unrhyw unigolyn sydd yn dioddef o ddibyniaeth alcohol a / neu gyffuriau yn derbyn yr un ystyriaeth reolaethol a chefnogaeth ag unrhyw unigolyn arall gyda chyflwr iechyd.

2. Nod y Polisi.

Nod y polisi hwn yw hybu ymwybyddiaeth o'r effeithiau a gaiff camddefnyddio alcohol a chyffuriau ar y gweithle; ac i sicrhau bod y Cyngor yn parhau i ddiogelu iechyd a diogelwch y gweithlu, yn ogystal â phob unigolyn arall sy'n defnyddio adeiladau/ gwasanaethau'r Cyngor.

Amcanion:

- Sicrhau fod y Cyngor yn cydymffurfio a deddfwriaeth briodol.
- Cynorthwyo i ddileu'r risg sydd i weithwyr / cyhoedd drwy ddefnydd o alcohol neu gyffuriau.
- Codi ymwybyddiaeth o effaith alcohol a chyffuriau a rhoddi gwybodaeth am y peryglon sydd ynghlwm a'u camddefnyddio.
- Gosod rheolau clir ynglŷn ag alcohol / cyffuriau yn y gweithle, er mwyn sicrhau fod gweithwyr yn ymwybodol o'r canlyniadau tebygol.
- Datblygu diwylliant sy'n annog gweithwyr sydd â dibyniaeth alcohol / cyffuriau i geisio cymorth.
- Darparu cefnogaeth, anogaeth a chymorth i'r rhai sy'n profi problemau alcohol a/neu gyffuriau.
- Darparu fframwaith wnaiff alluogi achosion o gamddefnyddio alcohol / cyffuriau gael eu trin mewn modd priodol, teg a chyson.
- Ceisio cyflawni cydbwysedd rhwng cefnogi gweithwyr sydd gyda phroblem alcohol / cyffuriau a'r angen bob amser i sicrhau:
    - cyflawni dyletswydd gyfreithiol yng nghyd-destun iechyd, diogelwch a lles gweithwyr ac eraill o fewn y Cyngor;
    - enw da a delwedd broffesiynol y Cyngor;
    - bod y Cyngor yn darparu gwasanaethau o safon i'r cyhoedd.

3. Cwmpas y Polisi

Nid yw'r Cyngor yn barod i oddef defnydd amhriodol o alcohol a sylweddau eraill, nac ychwaith meddiant neu gyflenwi cyffuriau anghyfreithlon (meddiant gormodol o gyffuriau cyfreithlon, ee – paracetamol). Bwriad y polisi hwn yw rhoi arweiniad clir ar faterion yn ymwneud â defnydd amhriodol o alcohol neu gyffuriau a sylweddau o fewn y Cyngor.

Mae'r polisi hwn yn cwmpasu cyffuriau anghyfreithlon yn ogystal ag alcohol. Nid yw'r polisi hwn yn ymdrin â'r defnydd o dybaco, oherwydd ymdrinnir â hyn dan Bolisi Dim Ysmygu'r Cyngor.

Mae'r Cyngor yn cydnabod nad yw pob cyffur a ddefnyddir yn anghyfreithlon neu wedi'i brynu'n anghyfreithlon. Cydnabyddir bod rhai cyffuriau a geir yn gyfreithlon gan y meddyg, yn gallu effeithio ar waith a pherfformiad (er enghraifft, bensodiasepinau megis Valium) ac nad camddefnydd sy'n achosi hyn. Fodd bynnag byddai'r defnydd angen bod yn gyson a phresgripsiwn meddyg. Dylid hysbysu'r Rheolwr Llinell mewn unrhyw achos o'r fath.

Mae'r polisi hwn wedi'i gyfyngu i broblemau sy'n gysylltiedig ag alcohol a/neu gyffuriau sy'n effeithio ar iechyd, gwaith neu berfformiad staff.

Mae'r polisi hwn yn berthnasol i holl weithwyr Cyngor Gwynedd, waeth beth eu swydd neu statws o fewn y Cyngor. Yn ogystal, bydd y polisi hwn yn berthnasol i'r holl gontractwyr ac asiantaethau neu unrhyw un arall sy'n gweithio i, neu ar ran y Cyngor.

4. Cyfrifoldebau

Mae gan bob unigolyn ran i chwarae wrth atal camddefnydd o alcohol / cyffuriau yn y gweithle.

4.1 Rheolwyr:

- Gyda chyfrifoldeb i fonitro cydymffurfiaeth a rheolau iechyd a diogelwch yn y gweithle.
- Angen bod yn ymwybodol o effeithiau / arwyddion o gamddefnydd alcohol / cyffuriau trwy fynychu hyfforddiant priodol.
- **Angen ymyrryd cyn gynted ag y bo arwydd o broblem gan weithiwr.**
- **Gyda chyfrifoldeb i gyfeirio unigolion am gymorth a chefnogaeth bellach.**
- Cymryd camau i ddiogelu'r unigolyn ac eraill pan fo unigolyn yn adrodd eu bod yn cymryd meddyginiaeth a phle gall y cyffur effeithio ar eu gallu i wneud eu dyletswyddau'n effeithiol.

4.2 Adran Adnoddau Dynol:

- Darparu hyfforddiant priodol / sesiynau codi ymwybyddiaeth i reolwyr a gweithwyr.
- Cynnig cymorth fel bo angen, drwy gael barn Ymgynghorydd/ Meddyg Iechyd Galwedigaethol.
- Cynghori rheolwyr ar faterion yn ymwneud â gweithredu'r polisi, i gynnwys cynghori ar faterion disgyblu os yn briodol.
- Cynnal / hwyluso profion alcohol a / neu gyffuriau

4.3 Gweithwyr:

- Bod yn ymwybodol bod ganddynt gyfrifoldeb i hysbysu'r rheolwr llinell os yw'n cymryd unrhyw gyffur presgripsiwn all effeithio ar eu gwaith.
- Sicrhau eu bod yn gyfarwydd â'r polisi a'r gweithdrefnau sy'n gysylltiedig.
- Hunan gyfeirio at yr Uned Iechyd Galwedigaethol os oes ganddynt bryder am eu defnydd o alcohol / gyffuriau.
- Hysbysu rheolwr neu ddefnyddio'r Drefn Canu Cloch os yn ymwybodol o gydweithiwr gyda phroblem camddefnyddio alcohol/chyffuriau.
- Bod yn ymwybodol fod yfed alcohol neu gymryd unrhyw gyffur anghyfreithlon yn ystod oriau cytundebol gwaith wedi ei wahardd, gan gynnwys yn ystod unrhyw seibiant.

- Cydnabod y bydd yfed alcohol neu ddefnyddio cyffuriau anghyfreithlon yn ystod oriau gwaith yn cael ei drin fel mater difrifol iawn, all arwain at ddisgyblaeth neu ddiswyddiad.
- Bod yn gyfrifol am sicrhau nad oes ôl-effaith alcohol neu gyffuriau ar eu corff wrth gyflwyno eu hunain yn barod i weithio. (Dylid cofio fod alcohol a chyffuriau yn aros yn y corff am gyfnod, a gall swm bychan amharu ar farn, perfformiad a gall beryglu diogelwch).

5. Gweithredu'r Polisi

5.1 Ni ddylai gweithwyr gyflwyno eu hunain ar gyfer y gwaith o dan ddylanwad alcohol na chyffuriau fel bod eu perfformiad neu eu gallu i gyflawni eu dyletswyddau yn y gwaith yn ddiogel ac yn gymwys wedi ei effeithio mewn unrhyw ffordd.

5.2 Mae'r Cyngor yn gwahardd gweithwyr rhag yfed alcohol neu gadw/cymryd cyffuriau anghyfreithlon

- yn ystod oriau gwaith cytundebol – gan gynnwys amser cinio ac unrhyw amser seibiant arall;
- ar eiddo'r Cyngor;
- tra ar alwad / wrth gefn.

5.3 Yn ogystal, ni ddylai gweithwyr sydd a'u swyddi yn ymwneud â:

- gyrru, un ai eu cerbydau eu hunain neu gerbydau'r Cyngor,
- defnyddio peirianwaith,
- cyfrifoldebau am warchod diogelwch eraill

fod o dan ddylanwad alcohol neu gyffuriau yn unol â deddfwriaeth gwlad.

5.4 **Tripiau Ysgol – Ymweliadau Addysgol**
Pan fydd staff ysgol yn rhan o ymweliadau addysgol, a drefnir gan yr ysgol gan gynnwys cyfnodau preswyl, ystyrier y staff hwn i fod a chyfrifoldeb dros y disgyblion yn eu gofal. Oherwydd hyn, ni chaniateir i'r staff fod dan ddylanwad alcohol na chyffuriau anghyfreithlon. Os cyfyd sefyllfa ble bod staff gyda meddyginiaeth dan prescriptiwn yna dylai Pennaeth yr ysgol fod yn hollol ymwybodol o'r sefyllfa cyn caniatáu i aelod o staff fynychu unrhyw ymweliadau addysgol tu allan i'r ysgol (unai ymweliadau dydd neu breswyl).

5.5 Llwyr waherddir meddu ar gyffuriau anghyfreithlon fel y diffinnir yn y Ddeddf Camddefnyddio Cyffuriau 1971 sy'n cynnwys 'legal highs', eu defnyddio a'u cyflenwi o fewn y lle gwaith, a bydd unrhyw achosion yn cael eu hadrodd i'r heddlu.

5.6 Bydd y Cyngor yn cadw'r hawl i brofi am alcohol neu gyffuriau pan fo "amheuaeth glir" ('for cause') h.y. pan fydd rheolwr llinell mewn cydweithrediad a'r Adran Adnoddau Dynol yn amau bod camddefnydd sydd yn effeithio ar iechyd a diogelwch yn y gweithle.

5.7 **Camddefnydd o alcohol neu gyffuriau**
Gall problemau sydd yn ymwneud ag alcohol a chyffuriau ddisgyn i ddau gategori:

- Cyflwyno'ch hun i weithio dan ddylanwad alcohol a chyffuriau;
- dibyniaeth barhaus ar alcohol neu gyffuriau sy'n ymyrryd â gwaith. Dylid meddwl am hyn fel mater perthnasol i afiechyd a'i drin yn y modd priodol.

Bydd rheolwyr yn gwahaniaethu rhwng camymddwyn oherwydd gor-yfed /gymryd cyffuriau ar achlysur penodol; a dibyniaeth ddifrifol ar alcohol neu gyffuriau, gan yna ddilyn y drefn briodol.

Ni weithredir y polisi disgyblu tra bod y drefn o gefnogi unigolion sydd hefo problem dibyniaeth yn cael ei dilyn. Rhoddir blaenoriaeth i gynorthwyo staff i wella cyn ystyried cymryd unrhyw gamau disgyblu. Fodd bynnag, os yw'r unigolyn dan sylw yn gwrthod y cymorth a gynigir, gweithredir ar gynnwys y polisi disgyblaeth ar unwaith.

6. Cyfrinachedd

6.1 Bydd cofnodion cyfrinachol sydd yng ngofal staff sy'n darparu cymorth (er enghraifft, Uned Iechyd Galwedigaethol y Cyngor) yn cael eu rheoli gan ganllawiau moesegol proffesiynol.

6.2 Gofynnir am ganiatâd fel rheol cyn datgelu gwybodaeth gyfrinachol. Dylid nodi, fodd bynnag, fod y canllawiau hyn yn caniatáu ar gyfer datgelu gwybodaeth gyfrinachol heb ganiatâd o dan amgylchiadau eithriadol.

6.3 Yn ychwanegol at hyn, bydd datgelu gwybodaeth gyffredinol, nad yw'n gyfrinachol, yn werthfawr o safbwynt cynorthwyo'r Cyngor i gymryd camau atal ac adfer i'r dyfodol.

7. Adolygu'r Polisi

Adolygir y polisi pob dwy flynedd.

8. Deddfwriaeth Berthnasol

Deddf Iechyd a Diogelwch yn y Gwaith 1974
Rheoliadau Rheoli Iechyd a Diogelwch yn y Gwaith 1999
Deddf Traffig Ffyrdd 1998

1. Preface.

Gwynedd Council is committed to reaching and maintaining excellent Health and Safety standards so as to ensure the health, safety and well-being of all its workers, volunteers and visitors to its sites in compliance with the Council's Corporate Health, Safety and Well-being Policy.

The public expect Council workers to provide services of a high standard.

This policy sets out the Council's aims to protect and maintain the health, safety and well-being of all the Council's workers, when trying to reduce the risk of harm through alcohol or drugs misuse, in compliance with the 1974 Health and Safety at Work Act.

Gwynedd Council prohibits staff from drinking or being the influence of alcohol or taking drugs during contractual working hours, on the Council's property at any time and whilst on duty/on standby outside normal working hours.

For the purpose of this document, under the influence is defined as:

a. Drugs present in the body where there is no legal medical reason for their use or amount of use.
b. Presence of alcohol in the body is identified through a breath test.
   (A reading of above 35microgram in 100 millilitres of breath in compliance with guidelines for Managers is regarded as serious misconduct.)

Any individual who suffers from alcohol and/or drugs dependence will receive the same management and support consideration as any other individual with a health condition.

2. Policy Objective.

The objective of this policy is to promote awareness of the impacts that alcohol and drugs misuse has on the workplace; and to ensure that the Council continues to protect the health and safety of the workforce, as well as every other individual who use the Council's buildings/services.

Aims:

- Ensure that the Council complies with appropriate legislation.
- Assist in eliminating the risk posed to workers/the public through alcohol or drugs use.
- Raise awareness of the impact of alcohol and drugs and provide information on the dangers linked to their misuse.
- Set clear rules regarding alcohol/drugs in the workplace, so as to ensure that workers are aware of the likely consequences.
- Develop a culture that encourages workers with an alcohol/drugs dependence to seek help.
- Provide support, encouragement and assistance for those individuals experiencing alcohol and/or drug related problems.
- Provide a framework that will enable instances of alcohol/drugs misuse to be handled in an appropriate, equitable and consistent manner.
- Try and achieve a balance between supporting workers who have an alcohol/drugs problem with the need to ensure at all times:
    - That legal obligation is met with regard to workers health, safety and well-being and that of others within the Council;

- The Council's reputation and professional image;
- That the Council provides the public with quality services.

3. Policy Remit

The Council will not tolerate inappropriate use of alcohol and other substances, or possession or supply of illegal drugs (excessive possession of legal drugs. eg - paracetamol). The aim of this policy is to provide clear guidance on matters relating to inappropriate use of alcohol or drugs and substances within the Council.

This policy encompasses illegal drugs as well as alcohol. This policy does not deal with use of tobacco, as this is dealt with under the Council's No Smoking Policy.

The Council recognizes that not all drugs used are illegal or have been purchased illegally. There is a recognition that some drugs legally obtained by the doctor, may affect work and performance (eg bensodiasepans such as Valium) and that this is not caused by misuse. However, the use would need to be consistent and be consistent with a medical prescription. The Line Manager should be notified in such an instance.

This policy is limited to alcohol and/or drug related problems that impact health, work or staff performance.

This policy is relevant to all Gwynedd Council workers, irrespective of post or status within the Council. In addition, this policy will apply to all the Contractors and agencies or any other individual who is employed by, or on behalf of the Council.

4. Responsibilities

Every individual has a role in preventing alcohol/drugs misuse in the workplace.

4.1 Managers:

- Responsible for monitoring compliance with health and safety at work regulations.
- Require awareness of effects/signs of alcohol/drug abuse through attending appropriate training.
- **Intervention required as soon as a worker displays sign of a problem.**
- **Responsible for referring individuals for further support and assistance.**
- Take mesaures to protect the individual and others when an individual reports that they take medication and where a drug may impact their ability to effectively fulfil their duties.

4.2 Human Resources Department:

- Provide appropriate training/raising awareness sessions for managers and workers.
- Offer support as required, through obtaining the opinion of an Adviser/Occupational Health Practitioner.
- Advise managers on matters related to policy implementation, to include advising on disciplinary matters if appropriate.
- Hold / facilitate alcohol and/or drugs tests.

4.3 Workers:

- Be aware that they have a responsibility to inform the line manager if they take any prescription drug that may impact their work.
- Ensure that they are familiar with the policy and related procedures.
- Refer themselves to the Occupational Health Unit if they are concerned about their use of alcohol/drugs.
- Inform a manager or use the Whistle-Blowing procedure if they are aware of a colleague who has an alcohol/drugs misuse problem.

- Be aware that drinking alcohol or taking any illegal drug during contractual working hours is prohibited, including during any break time.
- Recognize that drinking alcohol or using illegal drugs during working hours will be dealt with as being a very serious matter, that may lead to taking disciplinary measures or dismissal.
- Be responsible for ensuring that there are no physical after effects of alcohol or drugs when presenting themselves for work. (It should be borne in mind that alcohol and drugs remain in the body for a period, and even a small amount can impair judgement, performance and endanger safety).

5. Policy Implementation

5.1 Workers should not turn up for work under the influence of alcohol or drugs so that their performance or ability to fulfil their responsibilities safely and appropriately is not in any way compromised.

5.2 The Council prohibits workers from drinking alcohol or being in possession of/taking illegal drugs.

- during contractual working hours – including dinner time and any other break time;
- on Council property;
- whilst on call / on stand by.

5.3 In addition, workers whose posts involve:

- driving, either their own Vehicles or those of the Council,
- use machinery,
- responsibilities for protecting the safety of others

should not be under the influence of alcohol or drugs in compliance with state legislation.

5.4 School Trips – Educational Visits

When school staff particiapte in educational visits, organized by the school including residential periods, these staff are deemed to be responsible for the pupils in their care. Consequently, staff are prohibited from being under the influence of alcohol or illegal drugs. If a situation arises where staff have prescribed medication, then a School Headteacher should be wholly aware of the situation before allowing a staff member to attend any educational visits beyond the school premises (either day or residential visits).

5.5 There is a total ban on possession of illegal drugs as defined in the 1971 Drugs Misuse Act that includes 'legal highs', their use and supply within the workplace, and the police will be notified of any such instances.

5.6 The Council retains the right to test for alcohol or drugs when there is ('for cause') i.e. when a line manager in collaboration with the Human Resources Section suspects that misuse impacts health and safety in the workplace.

5.7 Misuse of alcohol or drugs

Alcohol and drug related problems may fall into two categories:

- Turn up for work under the influence of alcohol and drugs;
- Persistent dependence on alcohol or drugs that interfere with work. This should be regarded as a relevant illness issue and dealt with appropriately.

Managers will discriminate between misbehaviour due to excessive drinking/drug taking on a specific occasion; and serious dependence on alcohol or drugs, and then follow the appropriate procedure. (See appendix for relevant procedures)

The disciplinary policy is not implemented whilst the system whereby supporting individuals with a dependency problem is pursued. Priority is given to assisting staff to recover before any disciplinary measures are considered.

However, if the individual concerned refuses the support offered, the disciplinary policy will immediately be implemented.

6. Confidentiality

6.1 The confidential records which are kept by staff who provide support (eg, the Council's Occupational Health Unit) are regulated by professional ethical guidelines.

6.2 As a rule, permisission is sought before confidential information is divulged. It should however, be noted that these guidelines allow for confidential information to be divulged without authorization under exceptional circumstances.

6.3 In addition, divulging general information, that is not confidential, is valuable as regards assisting the Council to take future prevention and recovery measures.

7. Policy Review

The policy will be reviewed every two years.

8. Relevant Legislation

1974 Health and Safety at Work Act
1999 Managing Health and Safety at Work Regulations Act
1998 Road Traffic Act