Equine Behaviour Affiliation

Substance Misuse Policy V1.0

Checked 23/12/24. Review date 23/12/25.

**1. PURPOSE**

The Equine Behaviour Affiliation will prioritise and continually improve upon ensuring the safety and welfare of all members of the Equine Behaviour Affiliation: supporting members, learners and equine psychology specialists.

**2. SCOPE**

This policy applies to all members of the Equine Behaviour Affiliation, including supporting members, learners and equine psychology specialists. Assessors and trainers will all be equine psychology specialists.

**3. RESPONSIBILITIES**

All equine psychology specialists within the Equine Behaviour Affiliation are responsible for health, safety and welfare. Felicity George has the ultimate responsibility for matters relating to the Equine Behaviour Affiliation business.

It is expected that volunteers, learners and those who work on behalf of the Equine Behaviour Affiliation adhere to the principles within this policy and encourage a positive safety culture ensuring that they act safely by adhering to documented policies and procedures.

**Equine Behaviour Affiliation** **Responsibilities:**

• It is the responsibility of all volunteers and those who work on behalf of the Equine Behaviour Affiliation to take reasonable steps to safeguard their own health and welfare and that of others

• Learners must take care of their own health & welfare and report all health & safety concerns to the appropriate person which may be their Instructor or Assessor

• Promote a responsible attitude to the consumption of alcohol amongst members of the Equine Behaviour Affiliation

• Offer assistance to those employees who require it

• To consult on matters affecting health and welfare

• To ensure that all incidents are reported and documented

• Identify where legal drugs may impact on concentration and/or performance

• Risk assessment records and health, safety and welfare audits

• Compliance with relevant health, safety and welfare legislation, policies and procedures and provide guidance.

It is the Instructor/Assessor responsibility to assess and reasonably foresee any significant risks prior to commencing any training or assessment activities. The Instructor/Assessor must ensure that a risk assessment is carried out and that everyone is well informed of any significant health, safety and welfare risks associated with the delivery of training or assessment. In order to do this the Instructor/Assessor must:

• Discuss potential health, safety and welfare risks with all Learners

• Ensure risk assessments are carried out and control measures are communicated

• Ensure that all risks have been considered

• Update the risk assessment if further significant risks are identified

• Return completed risk assessment to the Equine Behaviour Affiliation.

**4. Substance Misuse**

The Equine Behaviour Affiliation policy is that during training courses or assessments Learners/Instructors/Assessors or other Equine Behaviour Affiliation members involved in training or assessment delivery, must be free from the influence of both illegal drugs and alcohol to ensure the health, safety and welfare of learners and others with whom they come into contact with.

In addition, learners, instructors, assessors or other Equine Behaviour Affiliation members involved in training or assessment delivery, need to –

• Ensure they are aware of the side effects of any prescription drugs

• Advise the Equine Behaviour Affiliation or the Instructor/Assessor immediately of any side effects of prescription drugs, which may affect their concentration, performance or the health, safety and welfare of themselves or others. For example, drowsiness.

• All learners, instructors, assessors, or other Equine Behaviour Affiliation members involved in training or assessment delivery will be treated consistently and fairly in line with this policy.

• The rules on alcohol and drugs will be strictly enforced.

• If a learner, instructor, assessor or any other individual involved in training or assessment delivery is found to be under the influence of illegal drugs or alcohol before or during a course they will be asked to leave the course immediately

• Lantra will be informed of any incident relating to a Lantra training event or qualification

• All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.

• This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

**5. Drugs and Alcohol Employee Guidelines**

Alcohol and substance misuse can have a detrimental effect upon health, it can adversely influence work performance and relationships with colleagues and customers. It can result in reduced efficiency and absenteeism.

**5.1 Existing conditions**

If inadequate work performance or unacceptable behaviour (for those assessing or delivering training or working/volunteering in any other capacity for the Equine Behaviour Affiliation), including poor work relationships, occur or persist due to long term alcohol or substance abuse, the matter may be dealt with under the disciplinary procedure. Careful consideration about disciplinary action will be given if you have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, if you fail to complete a prescribed course of treatment or have a relapse following treatment, disciplinary action may be taken.

**5.2 Alcohol or drugs at work**

The consumption of alcohol or drugs on company premises is explicitly forbidden. Alcohol or drugs should not be brought into venues where Equine Behaviour Affiliation work is being conducted, under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in membership being revoked.

There are occasions such as corporate events or celebrations when management may make an exception. Prior notice will be sent to those employees attending.

**5.3 Under the influence of alcohol or drugs at work**

If anyone working or volunteering on behalf of the Equine Behaviour Affiliation is, or is strongly suspected of being, intoxicated by alcohol or drugs during working hours, arrangements will be made for them to be escorted from the work location immediately and arrangement made for their safe transport home. When the employee has recovered, it may be necessary to take disciplinary action or issue them with a letter from the committee warning them that any further occurrences may result in formal disciplinary action, which may include membership being revoked.

If anyone working or volunteering on behalf of the Equine Behaviour Affiliation is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs during working hours they will be assessed by other Equine Behaviour Affiliation representatives present to ascertain if they are capable of performing their role to a satisfactory level. They may be asked to leave the premises (on all occasions if assisting with training or assessing learners) or to continue as normal. The individual will be issued with a letter from the committee warning them that any further occurrences may result in formal disciplinary action which may include their membership being revoked.

**5.4 Medication**

Anyone working or volunteering on behalf of the Equine Behaviour Affiliation who is taking drugs which have not been prescribed on medical grounds, or which are not recognised proprietary brands, will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to have their membership revoked, as will such individual believed to be buying or selling drugs, or in possession of unlawful, non-prescription drugs.

This policy is reviewed regularly and updated annually or as and when required.