

Reporting Concerns about other employee's alcohol and/or drug use

You are expected to promote and protect the health and wellbeing/health and safety of yourself, your colleagues and service users and this means addressing the situation if you have concerns about an employee's alcohol and/or drug use. If you have concerns, you should raise this in a number of ways:

Speaking to the employee's manager:

Whilst it may be difficult to speak to a manager about a colleague, you should remember that you could be protecting the health safety and wellbeing of your colleague, your team and service users.

Speaking to your manager's manager:

Concerns about your manager's alcohol and/or drug use should be reported to their manager or any appropriate manager. During out of hours, social work/care employees should contact the Duty Service Manager directly if they have concerns about the alcohol and/or drug use of the Duty Co-ordinator.

Mentioning your concerns directly to the employee:

Another approach may be to encourage a fellow employee to self - refer to one of the support agencies or to mention to their manager the impact their alcohol and/or drugs use is having. You will need to assess the nature of your relationship with the individual, for example have they voluntarily mentioned their issues with alcohol and/or drug use to you? If you think that broaching the subject could cause difficulties in your working relationship, you should consider reporting your concerns directly to the employee's line manager.

In any of the above scenarios you may wish to telephone the Employee Counselling service to talk through how to hold difficult conversations – [Employee Counselling](#)