



PRESTIGE ROOF LTD

Premium roofing without the pressure

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Drugs and Alcohol Policy

Document Reference: PR-HS-007

Issue Date: March 2026

Review Date: March 2027

Approved By: Luke Bell, Director

1. Policy Statement

Prestige Roof Ltd is committed to providing a safe, healthy, and productive working environment for employees, subcontractors, customers, and members of the public.

The misuse of alcohol, illegal drugs, controlled substances, or the improper use of prescription medication can seriously impair an individual's ability to work safely and may place themselves and others at risk, particularly within the roofing and construction industry where work at height, power tools, vehicles, plant, and machinery are regularly used.

Prestige Roof Ltd operates a zero-tolerance approach to employees, subcontractors, or agency workers attending work under the influence of drugs or alcohol where this may affect safety, performance, judgement, or behaviour.

2. Scope

This policy applies to:

- All employees
- Directors and managers
- Temporary and agency workers
- Apprentices and trainees
- Self-employed contractors and subcontractors
- Visitors whilst on company premises where applicable

3. Objectives

The objectives of this policy are to:

- Protect the health, safety, and welfare of employees and others.
- Prevent accidents, injuries, and incidents caused by impairment.
- Ensure compliance with health and safety legislation.
- Promote a professional and safe working environment.
- Provide support to employees who voluntarily seek assistance for substance-related issues.

4. Alcohol

Employees must not:

- Report for work whilst under the influence of alcohol.
- Consume alcohol during working hours.
- Consume alcohol during breaks where they are required to return to work.
- Consume alcohol whilst operating company vehicles, plant, machinery, tools, or equipment.
- Possess alcohol on company sites, customer properties, or company premises unless specifically authorised for a company event.

Employees must be fit for work at the start of every shift.

5. Illegal Drugs

The possession, use, supply, distribution, or sale of illegal drugs is strictly prohibited on:

- Company premises.
- Customer premises.
- Construction sites.
- Company vehicles.
- Any location whilst conducting company business.

Any employee found engaging in such activities may face disciplinary action up to and including summary dismissal and, where appropriate, referral to the police.

6. Prescription and Over-the-Counter Medication

Employees taking prescribed or over-the-counter medication that may affect:

- Alertness
- Concentration
- Balance
- Coordination
- Judgement
- Ability to drive

must inform their manager before commencing work.

Prestige Roof Ltd will treat medical information confidentially and will seek reasonable solutions where temporary adjustments are required.

Employees should never stop prescribed medication without medical advice.

7. Testing

Where justified by safety concerns, Prestige Roof Ltd reserves the right to require alcohol and/or drug testing:

- Following a workplace accident or incident.
- Following a near miss.
- Where there is reasonable suspicion of impairment.
- As part of site-specific client requirements.
- As required by principal contractors or third-party accreditation schemes.

Refusal to cooperate with a reasonable testing request may be treated as a disciplinary matter.

8. Signs of Impairment

Managers should be alert to signs including:

- Smell of alcohol.
- Slurred speech.
- Unsteady movement.
- Impaired judgement.
- Aggressive or unusual behaviour.
- Reduced concentration.
- Excessive absenteeism.
- Repeated safety breaches.

Where concerns exist, management will investigate sensitively and appropriately.

9. Support and Assistance

Prestige Roof Ltd recognises that alcohol and substance dependency may be a health issue.

Employees are encouraged to seek help at an early stage.

Where an employee voluntarily seeks support before any disciplinary issue arises, the Company will, where reasonably practicable:

Provide appropriate support.

Consider temporary workplace adjustments.

Allow reasonable time to attend treatment or counselling.

Maintain confidentiality wherever possible.

Support may be withdrawn if safety is compromised or if agreed improvement measures are not followed.

10. Disciplinary Action

Breaches of this policy may result in disciplinary action, including:

- Formal warnings.
- Suspension from duties.
- Removal from site.
- Termination of contracts.
- Summary dismissal for gross misconduct.

Serious breaches involving illegal drugs, violence, deliberate safety risks, or criminal activity may result in immediate disciplinary action.

11. Responsibilities

Directors and Management

Management will:

- Promote compliance with this policy.
- Address concerns promptly.
- Protect health and safety.
- Treat employees fairly and consistently.
- Maintain confidentiality where appropriate.

Employees

Employees must:

- Present themselves fit for work.
- Comply with this policy.
- Report concerns where safety may be compromised.
- Inform management of medication that may affect their ability to work safely.
- Cooperate with investigations where required.

12. Monitoring and Review

This policy will be reviewed annually or sooner if legislation, industry guidance, or company operations change.

Prestige Roof Ltd is committed to maintaining a safe working environment and ensuring that all personnel are able to perform their duties safely and responsibly.

Policy Approval

I confirm that Prestige Roof Ltd is committed to maintaining a workplace free from the risks associated with drug and alcohol misuse.

Signed: _____

Name: Luke Bell

Position: Director

Company: Prestige Roof Ltd

Date: _____

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