

ALCOHOL & DRUG TESTING - RISK ASSESSMENT FORM

Purpose

This risk assessment is designed to assist managers in determining the appropriate action to be taken where an employee **tests positive for alcohol levels above the legal limit, tests positive (non-negative) for drugs or withholds consent for testing**. The outcome of the risk assessment will determine whether it is safe for an employee to return to their normal duties, whether alternative duties should be allocated for a specific period or whether the employee should be sent home and suspended on full pay.

Employee:		Assessor:	
Post Title:		Date of Assessment:	

Reason for Assessment (Tick as appropriate):

Test results above legal drink/drive limit

 Non-negative test result for drugs

 Consent withheld for Random Testing

 Consent withheld for With Cause Testing

*Safety Critical Activities Relevant to Post	*Hazards resulting from potential Alcohol/Drug Misuse	*Who Might Be Harmed	*Consequence	*Factors Affecting Likelihood	*Risk Rating: Consequence x Likelihood	*Controls/ Recommendations	Action to be taken by	Completion Date

* See notes overleaf for further information.

NOTES

Safety Critical Activities Relevant to Post

List all safety critical activities including HGV driving, PCV driving, operation of heavy/dangerous equipment, transporting of council clients. Include information on frequency of safety critical activities, provide details of the purpose of driving and location eg busy pedestrianised areas, provide details of the type of heavy/dangerous equipment used and the purpose of transporting council clients. **For non-safety critical posts, record activities that may be affected by the employee being under the influence of alcohol or drugs at work.**

Hazards resulting from potential alcohol/drug misuse

List the hazards with potential to cause harm or damage as a result of an employee being under the influence of alcohol or drugs while undertaking the activities listed. Hazards might include for example: Loss of control of vehicle in a public place, Impaired judgement when driving resulting in an accident, Impaired judgement when operating dangerous equipment. **For non-safety critical posts, hazards are more likely to be related to service delivery and performance but could include harm to colleagues/customers where there is potential for aggressive behaviour.**

Who might be harmed

List those at risk of harm including: the employee, colleagues, contractors, member(s) of the public, vulnerable clients

Consequence

The consequence is how much damage or injury could occur and can range from small cuts and bruising to death. **For non-safety critical posts, consequences are more likely to be related to the impact on service delivery but could include harm to colleagues/customers where there is potential for aggressive behaviour.**

Factors Affecting Likelihood

List the factors affecting the likelihood of the hazard occurring for example: Employee has tested positive for alcohol levels above legal limit (specify results), Employee has tested positive for drugs, Employee has refused consent and there is **no** evidence of impairment, Employee has refused consent and there is **evidence of impairment** (specify observations), Employee has suggested that prescription medication may be affecting test results (can this be verified), Employee has been involved in previous workplace accidents.

Risk Rating

The risk is the evaluation of the combination of likelihood and consequence. Taking into consideration the consequence and factors affecting likelihood as above, use the 5x5 risk matrix to determine the consequence and likelihood ratings and resultant risk rating. Risk rating should be noted as Acceptable, Adequate, Tolerable or Unacceptable.

Controls/Recommendations

Based on the risk rating, identify the necessary controls to be put in place to minimise risk to an acceptable level (where possible). Controls/recommendations might include: remove safety critical activity to allow employee to return to work, allocate alternative duties for a specified period, send employee home and suspend on full pay (it may be appropriate to send the employee home that day with an instruction to return the following day).

RISK MATRIX

Evaluate the risk by assigning a number to the likelihood and consequence of the hazard capable of causing injury and record results on the risk assessment form. The Risk Rating is defined by the **likelihood** of the event occurring **multiplied** by the **consequence** if it happens. (e.g. likelihood is 4 and consequence is a 3; $4 \times 3 = 12$ Risk Rating)

		CONSEQUENCE					
		1	2	3	4	5	
		Insignificant	Minor	Moderate	Major	Catastrophic	
LIKELIHOOD	1	Very Unlikely	1. Acceptable	2. Acceptable	3. Acceptable	4. Acceptable	5. Acceptable
	2	Unlikely	2. Acceptable	4. Acceptable	6. Adequate	8. Adequate	10. Tolerable
	3	Fairly Likely	3. Acceptable	6. Adequate	9. Adequate	12. Tolerable	15. Tolerable
	4	Likely	4. Acceptable	8. Adequate	12. Tolerable	16. Tolerable	20. Unacceptable
	5	Very Likely	5. Acceptable	10. Tolerable	15. Tolerable	20. Unacceptable	25. Unacceptable

1 - 5 Acceptable	Risk is being managed appropriately. Continue to monitor controls to ensure safe working methods are being maintained.
6 - 9 Adequate	Controls are adequate but the appropriate level of supervision must be in place to ensure safe working methods are being maintained.
10 - 16 Tolerable	Risks remain and consideration should be given to lowering the risk level further. This may involve an element of dynamic risk assessment prior to and whilst the activity is being carried out. Increased level of supervision may be required to ensure the safe working methods are being adhered to at all times.
17 - 25 Unacceptable	STOP the activity cannot take place; the risk of injury is too high! Further actions are required and stronger controls introduced to reduce the level of risk involved. Once new controls have been identified, the activity / task should be re-assessed.