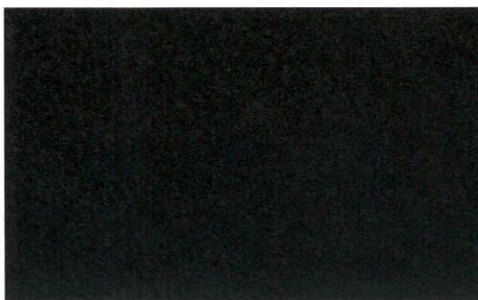




Ministry
of Defence



FOI2020/04235

E-mail: Navysec-foimailbox@mod.gov.uk



29 April 2020

Dear ,

Release of Information

Thank you for your correspondence of 31 March 2020 in which you requested the following information:

'I would like information / Policy regarding the consumption of alcohol in the workplace by MOD civilian staff during working hours on MOD property. The MOD site being: JSASTC, Haslar Road, Gosport.'

Your enquiry has been considered to be a request for information in accordance with the Freedom of Information Act 2000.

A search has now been completed within the Ministry of Defence (MOD) and I can confirm that information in scope of your request is held. The policy used by the Joint Services Adventurous Sail Training Centre (JSASTC) in relation to the consumption of alcohol in the workplace by MOD civilian staff is enclosed with this letter.

In response to your request, I should advise you that the policy is aimed at all JSASTC permanent and short term contract staff, military trainees and visiting military instructors.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Navy Command Secretariat - FOI Section

JSASTC STANDING INSTRUCTIONS 1.6

JSASTC ALCOHOL AND DRUGS POLICY

POLICY

1. All JSASTC permanent and temporary staff, military and civilian, as well as students attending JSASTC courses are to be in a fit state to perform their duties. JSASTC has a zero tolerance of anyone attempting to train and work under the influence of alcohol or drugs. Administrative or disciplinary action will follow as appropriate. Staff who are judged to be unfit for work due to the effects of drugs or alcohol will be asked to leave the premises and CS disciplinary action will commence. Students who are considered to be unfit for work through alcohol or drugs will be RTU'd in consultation with their units.
2. Excessive alcohol consumption has an impact on training outputs¹. Moreover, it is inconsistent with MOD values and standards, undermines our professionalism and significantly risks our reputation.
3. Certain duties, including participation in risk-to-life activities are safety-critical: performing such duties with ability impaired by alcohol or drugs will result in an increased risk of death or serious injury to a person, serious damage to property, or serious environmental harm. In the event of a serious accident or incident, the CM JSASTC has the power to test anyone who performed a safety critical function connected to the accident/incident for alcohol or drugs, without the need for suspicion that the person to be tested has committed an offence. Results of preliminary tests for alcohol and drugs can be used to support criminal and non-criminal investigations.

DIRECTION

4. **Intent.** To reduce serious alcohol-related incidents and improve outputs by preventing excessive alcohol consumption within JSASTC. JSASTC has a robust and effective zero tolerance policy relating to alcohol and this will continue to be delivered through leadership by example, education, appropriate duty of care and by further developing our culture of professionalism.
5. **Approach.** Line Managers and Instructors are to continue to inculcate in their people and students a healthier and more professional approach to the responsible consumption of alcohol. This should be achieved through the application of the Services' Leadership Code, by extolling the professional service personal ethos, through pride in appearance and bearing, by holding individuals to account and by setting the right example. The concerted drive to overcome the 'bystander culture' must continue with the appropriate supervision of our people. This policy is derived directly from single service policies which is driven by central MOD direction. It is deliberately prescriptive but it recognises that the chain of command has a vital part to play, and as such it allows the Centre Manager to exercise some flexibility in respect of variations in opening hours for specified events, late starts and use of alternative venues for one-off events – open days, sports events, barbecues etc.
6. **Oversight.** The following oversight will take place:
 - a. **Education:**
 - (1) Annual completion of appropriate presentations to all staff, delivered by the Centre Manager and recorded appropriately.
 - (2) Event briefings to include the effects of alcohol abuse.
 - (3) Bespoke training to cover alcohol abuse as required.
 - (4) Inclusion of JSASTC alcohol policy in course opening briefs to students.

¹ The loss of Service Personnel as a result of incidents aggravated by excessive consumption of alcohol has a disproportionate impact on service outputs.

Availability and contact details of support networks.

b. **Duty of Care:**

(1) **Duty personnel.** All staff are to be appropriately briefed on their responsibilities in alcohol-related issues within the JSASTC establishment, and when training on JSASTC STC, in the UK and abroad, including 'Actions on' and reporting of alcohol-related incidents.

(2) **Sailing Staff Checks.** Procedures are to be put in place to ensure checks are completed on all students when taking part in sailing activity and classroom training to ensure they are fit to participate, specifically with respect to 'residual' alcohol levels. Equipment will be provided to enable proper checks if required.

(3) **Staff Checks.** Where applicable, procedures are to be in place to ensure similar appropriate action with staff with respect to residual alcohol issues, especially in work areas involving RtL equipment.

c. Alcohol may only be consumed in exceptional circumstances and with the express permission of the Centre Manager at designated staff events.

7. **Timing and Review.** Annual by the CM.

SUMMARY

8. Sailing is an inherently complex activity involving RtL at all levels. Crew dependence and team work is critical. Alcohol consumption before and during sail training that affects the conduct of activity of the individual and team, and the safety of the Sail Training Craft (STC) will not be tolerated. Above all, the safety of the crew and activity could be compromised.

9. Individuals who break these rules will be RTU'd, potentially when abroad on expeditions, with resultant disciplinary action and at significant personal cost.