

## CPO-07 Drugs, Alcohol and Substance Misuse Policy

### Policy Statement

Coombes Forestry Ltd (COOMBES) is committed to maintaining the highest standards of health, safety, and wellbeing. The misuse of drugs or alcohol can significantly impair an individual's ability to work safely and competently and will not be tolerated.

We operate a zero-tolerance approach to drug and alcohol misuse to ensure that no individual poses a risk to themselves or others due to impairment. This policy is part of our wider health and safety governance framework and supports our aim of delivering safe, reliable, and professional services across all areas of operation.

### Legal and Industry Standards

This policy supports our compliance with:

- The Transport and Works Act 1992
- The Railway and Other Guided Transport Systems (Safety) Regulations 2006
- The Health and Safety at Work etc. Act 1974
- RIS-8070-TOM (Rail Industry Standard)
- Network Rail Standard NR/L2/OHS/00120

### Purpose

The aim of the policy is to:

- Prevent workplace accidents and incidents caused by drug or alcohol impairment;
- Clarify the expectations placed on all employees and contractors;
- Promote early identification and intervention;
- Fulfil legal and moral duties as a responsible employer;
- Reinforce our organisational safety culture.

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### Scope

The policy applies to:

- All permanent, temporary, and agency staff;
- Subcontractors, consultants, and anyone working under the direction of COOMBES;
- All individuals sponsored by COOMBES for Sentinel competencies;
- Any person carrying out safety-critical, key safety, or infrastructure work on behalf of the company.

### Communication

The Company will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this policy, together with the relevant sections of the Transport and Works Act 1992 and the implications therein. In addition, as a responsible employer, the Company will have in place procedures to prevent, so far as is reasonably practicable, an offence under the Act and a monitoring process to measure the effectiveness of such procedures.

## Obligations

This policy and its mandatory application will be communicated to all staff on employment.

It is a requirement of COOMBES that no employee or sub-contractor shall:

- Report or attempt to report for duty having just consumed alcohol or being under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of alcohol or drugs in the workplace or supply or attempt to supply them in the workplace, or consume alcohol or drugs in the workplace while on duty.
- Use prescribed or over the counter medicine while working on Network Rail Managed Infrastructure without advising their line manager and person in charge.

A positive result under this policy means that testing for drugs and alcohol shows any of the following:

- The presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use.
- More than 29 milligrams of alcohol in 100 milli-litres of blood
- More than 13 micrograms of alcohol in 100 milli-litres of breath
- More than 39 milligrams of alcohol in 100 milli-litres of urine
- Refusal by a relevant person to a reasonable request to be tested for drugs and alcohol when required shall be the same as if that relevant person had tested positive for drugs and alcohol.

## Testing and monitoring

COOMBES reserves the right to conduct drug and alcohol testing, and will undertake drug and alcohol testing of employees & contractors under the following circumstances:

- Pre-employment (If a prospective employee refuses to consent to such an examination/ screening, COOMBES has the right to immediately withdraw any offer of employment made).
- Promotion or transfer to safety critical activities.
- Following an incident where the use of alcohol and/or drugs may have been a factor.
- When there is cause to suspect that an employee or contractor is using or is under the influence of drugs or alcohol.
- As part of an unannounced screening process a minimum 20% of SENTINEL competency cardholders and safety critical employees will be drug and alcohol tested per annum.

## Confidentiality and Data Protection

All testing and health data will be handled confidentially and in accordance with:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- Sentinel Scheme data protocols

Only those with a legitimate business or legal reason will have access to test results or disclosures.

## Breach of Policy

Any breach of this policy — including refusal to test, a confirmed positive result, or deliberate concealment — will be treated seriously. Consequences may include:

- Removal from duties
- Disciplinary action (up to and including dismissal)
- Suspension of Sentinel competencies in line with industry requirements

All cases will be handled in accordance with fair process and company procedures.

This Policy applies to all personnel sponsored by COOMBES who work on the railway infrastructure. This Policy equally applies to all Sub-contractors operating on behalf of COOMBES, who should have the necessary and required arrangements in place when working in the UK railway infrastructure. Any person with a drink or drug related problem must seek help at the earliest opportunity

This policy will be regularly reviewed (minimum annually).

Signed: Shane Coombes, Managing Director  
June 2025

**Document Change**

Version No	Description of Change	Changed by	Approved by	Date of Change
1.0	Re-release of document in line with new company file structure	GB	SC	08/08/2025
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